

Human Resources

Assistant Director, Workplace Relations – Statement of Duties

Objective

The Assistant Director Workplace Relations is a senior manager, and the pre-eminent industrial relations practitioner in the Department, who is responsible for strategic oversight of all workplace relations matters in the Department, and management of the activities of the Workplace Relations Branch. These activities have a direct and significant impact on the achievement of objectives by the Department and related entities.

The main objectives of the position are to:

- Provide authoritative and strategic advice to a broad range of stakeholders, including senior managers and other human resource management practitioners in the Department, on complex or critical workplace relations issues, taking account of legislative, State Service and agency obligations;
- Lead and manage the Workplace Relations Branch to ensure functional excellence in the delivery of advice, programs and services;
- Develop, implement, review and evaluate initiatives, policies, programs and services related to workplace relations practices in the Department and related entities and ensure appropriate communication;
- Ensure the Workplace Relations Branch contributes positively to the business outcomes of the Department and related entities; and
- Foster a workplace culture that supports the agreed behaviours and service standards of the Department.

Duties

- Provide high level advice, consultancy services, expertise and support to the Director HR, Secretary and Output Managers and other human resource management practitioners in the Department to deal with complex and critical issues and deliver contemporary programs, policies and practices related to workplace relations.
- Manage a team of workplace relations practitioners to foster a collaborative approach to the provision of quality services that are responsive to stakeholder needs, compliant with relevant legislation, awards and directions, and based on contemporary practices.
- Provide advice and support to the Director HR, Secretary and Output Managers and other human resource management practitioners in the Department in

handling of workplace disputes, grievances, discipline, and performance related matters.

- Undertake high-level and complex negotiations with individual employees and employee organisations on workplace relations matters, including individual matters encompassing grievance resolution and termination of employment, and planning for and negotiation of Departmental Industrial Agreements and providing input into State Service-wide Award negotiations.
- Represent and advocate for the Department at the Public Sector Industrial Relations Committee, industrial tribunals, and other quasi-judicial forums that deal with employment matters.
- Coordinate, conduct, or arrange reviews and investigations into workplace relations matters, including disciplinary and code of conduct processes, reportable conduct matters, performance management issues and inability to perform duties matters.
- Design, develop, implement, review and communicate effectively policies, practices and procedures and programs, related to workplace relations.
- Establish and maintain strong communication links and manage constructive relationships with relevant stakeholders including Output Managers, the State Service Management Office, employee organisations, service providers and other relevant groups involved in workplace relations matters.
- Ensure the effective and efficient management of the human, physical, financial and information resources of the Workplace Relations Branch in accordance with Government and departmental policies, guidelines and directions and ensure that the Branch meets defined standards and agreed objectives.
- Encourage and facilitate the personal development, performance management and succession planning for staff within the Workplace Relations Branch.
- Perform other assigned duties within the knowledge, skills and experience expected at the classification level.

Level of responsibility

The Assistant Director Workplace Relations is responsible for:

- Providing high-level, authoritative and accurate advice, liaising with and consulting at senior levels within the organisation, including directly to the Secretary, Department of Justice and other relevant heads of agencies, members of the Agency Executive and other managers, autonomous statutory officers and Presiding Officers of boards, tribunals and committees;
- Advocating, representing, negotiating, with authority to make agreements and commitments, on behalf of the Department of Justice in employment and industrial relations forums, hearings and meetings that will have significant impacts on the effectiveness of the Agency and individual Outputs;
- Representing and making submissions on behalf of the Department to the State Service Public Sector Industrial Relations Committee;
- Analysing the industrial risk of situations and decisions, and developing solutions where appropriate;

- Identifying, developing and implementing strategies, policies, operational approaches and program solutions to complex or critical emerging problems involving workplace relations;
- Leading and managing the Workplace Relations Branch, exercising delegations in accordance with a range of Acts, Regulations, Awards and administrative authorities and functional arrangements;
- Ensuring decisions and actions are legally compliant, made ethically and with integrity, and foster a workplace culture that supports the agreed values, behaviours and service standards of the Department;
- Keeping abreast of current and emerging industrial relations issues and developments, to ensure the Department continues to improve its processes and performance;
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act;
- Provide adequate instruction, information, supervision and training for Workplace Relations team members.

The Assistant Director Workplace Relations is expected to:

- Exercise significant initiative and professional judgement and have a major influence on matters that have a high level of industrial risk;
- Operate with a high degree of autonomy to resolve workplace relations matters by taking or recommending appropriate actions which may significantly influence decisions and policies adopted by the organisation;
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the relevant requirements in the Workplace Health and Safety Act 2012;
- Periodically review the Workplace Relations Branch to assess workplace health and safety aspects of the work undertaken by the Branch, reviewing hazard and incident reports, ensuring timely follow up and finalisation of actions, and undertaking risk assessment processes for the Branch's activities;

As leader of the Workplace Relations team, you are also responsible for:

- **Managing People**, including to:
 - Display values-based leadership by ensuring our values inform how you and the team engages with colleagues and stakeholders. Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for contributing to our values-based workplace culture, ensuring your team uphold the values and role modelling the values;
 - Ensure team members have performance development plans, regular check ins, and receive direction, coaching and support;
 - Encourage and support the ongoing learning and growth of all employees.

- Value diversity, demonstrate inclusive leadership, and ensure everyone feels included and 'safe' to contribute their views and ideas;
- Ensure a physically, emotionally and psychologically safe working environment free from bullying, harassment and discrimination.
- **Managing Resources**, including to:
 - Understand and comply with State Government budget, financial accountability and financial delegation requirements relevant to your role and to DoJ;
 - Encourage and support appropriate use of information technology and other relevant Departmental IT systems;
 - Ensure appropriate use of personal and Departmental information/records in line with relevant policy, legislation and guidelines;
 - Ensure procurement of goods and services are conducted ethically, enable open, impartial and effective competition, and achieve best value for money in accordance with relevant purchasing policy and processes.
- **Managing Outcomes, including to:**
 - Apply appropriate risk management principles in line with the Department's Risk Policy and Procedures;
 - Conduct effective business and strategic planning processes;
 - Adopt the Department's Project and Change Management frameworks in planning and delivering projects, workplace change and services as appropriate;
 - Deliver client-centric services and work to community or internal clients.
- **Managing Self, including to:**
 - Foster and personally model our Values;
 - Commit to continuous self-improvement and personal learning and growth;
 - Prioritise and manage own workload effectively, including effective delegation of tasks as appropriate;
 - Demonstrate emotional intelligence and be aware of the impact you have on the people you manage/lead.

Direction and supervision received

- The Assistant Director Workplace Relations reports to, and receives broad direction when required from, the Director Human Resources.
- The Assistant Director Workplace Relations works closely with, and may be tasked directly, by the Secretary or other members of the Agency Executive and is accountable to the Agency Executive for the management and resolution of all industrial relations actions.
- The Assistant Director Workplace Relations also works very closely with and provides industrial relations advice, guidance and expertise to members of the Human Resources Branch and supports the Assistant Director Human Resources - Tasmanian Prison Service, as well as all Output Managers of the Department.

- In representing, or negotiating and advocating on behalf of the Department, the Assistant Director Workplace Relations is often required to act autonomously in making decisions or agreeing actions that are consistent with the objectives of the Department or specific outputs.

Selection criteria

1. Extensive knowledge and technical expertise in employment related matters, and contemporary industrial relations, workplace relations and human resource management practices.
2. Ability to interpret legislation and related instruments, with a demonstrated capacity to provide authoritative advice on the operation and effect of such legislation.
3. Capacity to manage the human, financial, physical and information resources of a work unit and to plan and complete a variety of activities to meet specified financial, quality and time related objectives, within competing timeframes.
4. Excellent interpersonal skills including liaison, communication and consultative skills enabling factual communication, articulation of persuasive, well-developed arguments, provision of authoritative advice and open discussion to gain information or clarify issues and gain cooperation of others and capacity to work as a leader of a small team.
5. Well-honed negotiation and advocacy abilities, with experience in settling disputes and concluding agreements as well as in representing organisations and presenting submissions at industrial and employment related tribunals and other forums.
6. Strong writing skills with the ability to produce documents that articulate highly complex and difficult issues that are understandable to non-specialists and where necessary formulate appropriate recommendations and adoption of a course of action.
7. High level investigative, research and analytical skills for use in sensitive circumstances where information may be unclear or is not readily available, and circumstances may have an impact on the employment relationships of individuals or groups.
8. Be able to demonstrate an understanding of the WHS legislation and the responsibilities of managers.

Essential requirements

- Nil

Desirable requirements

- Relevant tertiary qualifications or equivalent experience in employee and workplace relations.

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks
 - Arson and fire setting
 - Violent crimes and crimes against the person
 - Sex-related offences
 - Drug and alcohol related offences
 - Crimes involving dishonesty
 - Crimes involving deception
 - Making false declarations
 - Malicious damage and destruction to property
 - Serious traffic offences
 - Crimes against public order or relating to the Administration of Law and Justice
 - Crimes against Executive or the Legislative Power
 - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
3. Identification check.

Position Summary

Title	Assistant Director, Workplace Relations
Number	355467
Award	Tasmanian State Service Award
Classification	Band 8
Division	Strategy, Governance and Major Projects
Full Time Equivalent	1.0
Output Group	Human Resources
Branch	Workplace Relations
Supervisor	Director, Human Resources
Direct Reports	2
Location	Hobart
Position category and funding	A069