

POSITION TITLE:	DIRECTORATE:	DATE:
Labour Relations Officer	Corporate Strategy & Performance	January 2025
REPORTS TO:	SERVICE UNIT:	LEVEL:
Coordinator People & Culture Operations	People & Culture	6
POSITION NUMBER:	SUB UNIT:	ROLE FOCUS:
3714	Industrial Relations	Research & Advice

ORGANISATIONAL CONTEXT

The City of Wanneroo (the City) is an expanding and thriving Local Government on the northern fringe of the Perth Metropolitan area, located approximately 12km from the CBD at its nearest point and 62km at its furthest point. Our community, council and City administration are working actively towards our vision of building a future together by collaborating with all stakeholders.

DIRECTORATE CONTEXT

The **Corporate Strategy & Performance Directorate** addresses the full range of functions dealing with 'running the organisation'. This includes a coordinated approach to corporate planning, monitoring and reporting, whilst ensuring business processes and systems are effectively supported, reviewed and enhanced, and will facilitate continuous improvement, maintain high corporate standards and deliver long term financial sustainability.

POSITION CONTEXT

Under regular supervision of the Industrial Relations Specialist, this position is accountable for the provision of labour relations research and advice contributing to quality outcomes.

The role communicates with a range of customers and stakeholders including local governments; unions; legal firms; and City Leaders and employee.

A challenging aspect of the role is leveraging employment law understanding to provide industrial relations advice, whilst maintaining positive relationships between management, employees and unions, without jeopardising compliance with the Western Australian employment framework.

The City values an agile workforce where people are engaged to deliver excellent customer outcomes and have the aptitude to adapt to changes in the internal and external environment. As such, a positive, proactive approach to change is required.

FUNCTIONAL ACCOUNTABILITY

Provides advice to managers and employees on industrial relations matters. This includes the provision of advice on the interpretation and proper application of relevant industrial awards, legislation, and employment policies, to ensure a consistent and compliant approach to employment matters across the City. Assists with negotiations, representation and advocacy services for the City contributing to the resolution of industrial relations matters.

KEY ACCOUNTABILITIES

KEY RESULTS AREAS

Collaboration & Teamwork

OUTCOMES

- Contributes to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines.
- Thinks critically and actively collaborates with colleagues and Leaders.

Customers & Stakeholders

- Develops expertise and knowledge to interpret Industrial Awards and Agreements, employment legislation, and People & Culture policies and procedures for Leaders and employees that is proactive, solution focused and responsive to customer needs.
- Provides verbal and written advice to Leaders and employees on the application of the employment framework.
- Builds and maintains positive collaborative relationships with Leaders, employees, and unions.
- Prepares research and advice for matters including conferences and hearings before relevant Industrial Relations Courts and Tribunals.

Efficient & Effective Delivery

- Carries out designated industrial relations research, project and policy activities to support business objectives, both individually and as part of a team.
- Provides support to the People & Culture Business Partner team and Leaders on industrial relations matters, in accordance with relevant legislation, policies and procedures.
- Assist with the planning, development, negotiation and implementation of industrial agreements.
- Drafts correspondence including reports, briefings, internal memos, industrial agreements and other internal communiques.
- Contributes to the negotiation and resolution of employment and labour relations matters.
- Provides support during industrial negotiations.

Systems & Processes

- Maintains relevant registers, databases and systems, ensuring that information is accurate, stored correctly and accessible as required and meets legislative requirements.
- Follows the City's administrative systems and processes, ensuring that information is accurate, stored correctly and accessible as required.
- Contributes to the development of processes and procedures that support the work of the Service Unit.

Resources, Governance, Compliance & Risk

- Ensures knowledge of and complies with safety, legislative, regulatory, financial and administrative frameworks.
- Represents the City in an honest, ethical and professional way, ensuring adherence to the City's Code of Conduct.
- Demonstrates high and proactive concern for health, safety, environment, community and the City's reputation.

CAPABILITIES REQUIRED

Qualifications, Requirements and Experience:

- Tertiary qualification in relevant discipline such as Human Resource Management, Industrial Relations or Employment Law is required.
- Ability to research and provide written and verbal advice to stakeholders on industrial relations matters.
- Advanced experience in the efficient utilisation of information systems and technology.
- C class Driver's License.
- National Police Clearance.

Skills and Knowledge:

- Ability to interpret and apply relevant legislation.
- Ability to develop and apply practical and innovative solutions to problems.
- Advanced computing, numeracy and literacy skills.
- Advanced organisational skills with the ability to prioritise competing tasks.
- Advanced research and analysis skills.
- Highly advanced customer service skills.
- Highly advanced communication and problem-solving skills.

Key Stakeholder Relationships:

- Support the Industrial Relations Specialist and Manager People & Culture to assist them to carry out their roles.
- Communicate, engage and provide support / advice to relevant stakeholders and customers.

Role Authorities:

- Required to exercise responsibility and use of initiative and judgement in problem solving and support at a Team Member level.

VERIFICATION

The content of this Position Description is an accurate statement. Position Descriptions will generally be reviewed and updated where necessary and / or within a period of 12 months.

Leader: Coordinator People & Culture Operations

Signature:

Date:

Next Up Leader: Manager People & Culture

Signature

Date: