

Position description

Industrial Relations Advisor

Division:	Corporate & Business Systems
Department:	Human Resources
Reports to:	Manager Human Resources
Number of direct reports:	Nil
Location:	Forster or Taree (required to work across multiple locations)
Grade:	9
Employment status:	Permanent, Full Time
Hours of work:	35
Date approved:	February 2019

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

This position sits within the Human Resources Department and is responsible for working in partnership with the organisation to deliver high quality people outcomes. This position is predominantly responsible for the management of grievances, disputes, complex disciplinary processes, undertaking workplace investigations where required and providing high quality advice on IR matters to managers and supervisors.

Key Accountabilities & Duties

- Support staff in the timely resolution of conflict.
- Support supervisors and managers in managing performance and conduct related concerns.
- Manage grievances and disputes in consultation with relevant stakeholders.
- Undertake workplace investigations where required.
- Review, develop and maintain human resource related policies, procedures, processes and systems.
- Provide advice on Award/Enterprise Agreement/Legislation/Policy & Procedure matters.
- Support organisational change initiatives.
- Provide high quality and timely general human resources advice as required.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Selection Criteria






1. Tertiary qualifications in human resources, industrial relations or a similar field with a preference for a degree level qualification.
2. Demonstrated experience in a human resources role operating across a diverse organisation, preferably including experience in industrial relations.
3. Demonstrated knowledge of the professional and legislative requirements within the scope of the role including the LG Act, Local Government Award, NSW Industrial Relations Act and Council policies and procedures.
4. Proven ability to undertake effective workplace investigations.
5. Highly developed interpersonal and communication skills with the ability to positively influence outcomes and resolve conflict.
6. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
7. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
8. Current Class C Drivers Licence

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

The Local Government Capability Framework is available at: <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Adept
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational
 Workforce Leadership	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Foundational
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Intermediate

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐

No ☒

Is a criminal record check required for this position?

Yes ☐

No ☒