



Position Details

Position Title	Workplace Relations Advisor
Location	Level 1, 81 Greenhill Road Wayville and 3 Frederick Road Royal Park You may be required to work at other sites within the employer's establishments to meet business requirements. You may also be required to work at member sites, host sites and other external sites.
Reports To (Position Title)	Workplace Relations and Governance Manager
Financial Accountability (Expense Budget and/or revenue)	N/A
Management Responsibility (No of employees managed/supervised)	N/A

Position Responsibilities

Purpose of the Position	To provide HR/IR and WHS advice, representation, support and auditing to members. To assist in the preparation of work place policies. To assist in communication to members. To prepare and update Wage Guides. To coordinate and deliver Industrial Department training programs and provide administrative support where required to departmental staff. To assist in the achievement of revenue targets in relation to training and auditing through effective communications and marketing with members.
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In order of importance, list the key responsibilities/activities of the position. Each responsibility should be weighted according to the amount of time/effort spent on it during a normal year. The total weighting will be 100%.

Responsibility (1)	Provision of advice and related support to members in relation to HR, IR and pay queries and WHS queries. Policy creation. Drafting of documentation. Prepare and update Wage Guides.	Time Spent 40%
Purpose of Activity	To provide consistent, balanced and professional advice, consultation, problem solving options and recommendations that meet relevant legislative requirements. To provide members with a clear understanding of the actions required and the related consequences.	
Example	1. Advice to members on pay queries when requested via telephone or email. 2. Creation of HR policies.	
Primary Responsibility (2)	Conduct HR and Payroll audits.	20%
Purpose of Activity	To educate, support and assist members with their human resource management and payroll requirements.	
Example	Conducting Payroll audits for metropolitan and regional member businesses.	
Responsibility (3)	Create and deliver HR/IR member training and information sessions. To administer and train members in the ERIS program. To attend at metropolitan and regional member zone meetings from time to time.	10%
Purpose of Activity	To ensure members understand their work place responsibilities. To provide assistance in bridging gaps in knowledge, policies and procedures.	
Example	Deliver training in payroll and managing staff.	
Responsibility (4)	Assist with the preparation of state and federal government responses and submissions.	10%

Purpose of Activity	Provide feedback to government on proposed industrial relations legislation or regulation and changes to the awards.	
Example	Perform research activities. Obtain member feedback. Draft submissions.	
Responsibility (5)	Preparation of relevant items for member communications. Provide written advice to members on a range of IR and HR matters.	10%
Purpose of Activity	To keep members apprised of any changes to legislation and any current issues or best practice initiatives that may impact or improve their business.	
Example	Updates on changes to the law around the treatment of casual employees.	
Responsibility (6)	To provide administration support to the Workplace Relations Department. To coordinate member training delivery.	10%
Purpose of Activity	To assist department staff with the delivery of timely, effective and professional services.	
Example	Taking registrations and scheduling member training and information sessions.	
Total Weighting		100%

Compliance Responsibilities

It is the responsibility of both the manager and incumbent(s) of the role to ensure that the following compliance requirements are met:

- **Relevant laws and regulations, Industry codes, EEO and Work Health Safety Legislation.**
- **Awards**

Knowledge, Skill and Experience Requirements

Knowledge <ul style="list-style-type: none"> • HSC • Degree/Diploma • Post-Graduate Qualifications • Trade Certificate • Industry Specific Qualifications 	Essential Qualification or work experience in 1 or more related disciplines	Preferred Industrial Relations or Human Resources qualification or experience Dispute resolution qualification or experience WHS qualification or experience
Skills <ul style="list-style-type: none"> • Interpersonal Skills eg. Communication, Negotiation, Problem Solving, Analytical, Customer Service, Team work. 	Essential Excellent verbal/written communication. Excellent problem-solving skills including a high level of analytical ability. Customer service. Time management. Attention to detail. Enjoys working in a fast-paced environment. Training delivery/presentation skills. Self-motivated, showing initiative and a proactive approach. Innovative – bring new ideas	Preferred Advocacy experience Auditing experience Experience in interacting with any level of government
Personal alignment with MTA Values	Essential Teamwork: Working together, empowering and supporting one another to achieve our common goals Achievement: We do our best to exceed expectations, striving for innovation in our delivery of relevant and valued services	Preferred

	<p>Accountability: We take ownership of all that we do, each taking responsibility for our part in delivering high quality services</p> <p>Respect: We understand, acknowledge and appreciate the needs, opinions and values of everyone by embracing the diversity we have within our organisation.</p> <p>Excellence: We strive to do and be the best in all that we do everyday.</p>	
Computer Software <ul style="list-style-type: none"> Eg. Microsoft suite, Project, Finance. 	Essential Microsoft experience	Preferred
Technical Skills <ul style="list-style-type: none"> Licences 	Essential Drivers Licence	Preferred
Experience <ul style="list-style-type: none"> Industry and/or field experience. 	Essential Appropriate academic qualifications with demonstrable experience to achieve full potential.	Preferred As outlined above

Frequent Contacts

Internal Contacts	Organisational Managers Organisational Employees
External Contacts	Members Suppliers Government Bodies Industry Groups Legal Firms/Lawyers Unions Employer groups Interstate Motor Trade Association colleagues

Managerial/Leadership Functions

Relevant management functions performed including: <ul style="list-style-type: none">• Performance and Career Planning• Salary Review• Business Planning• Budgeting	N/A
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