

## **Workplace Relations Advisor**

MTA SA/NT is an industry association representing the interests of approximately 1200 member businesses in the retail automotive sales, repair and service sector. As a state body the MTA SA/NT has 12 divisions representing the full range of employers within the retail automotive industry. One of MTA SA/NT's principle objectives is to grow and protect businesses within the motor trade through the provision of member advisory and support services.

An exciting opportunity has arisen for the appointment of a Workplace Relations Advisor to assist in the provision and coordination of core industrial, human resource and WHS services to members within the automotive industry. This role is within a small team of industrial and WHS professionals and reports to the Workplace Relations Manager.

To succeed in this role you will be a motivated, energetic and dedicated team member who thrives in a demanding and fast paced environment. You will have the ability to establish rapport with members and work hard to maximise the uptake and delivery of the industrial and WHS services available. Responsible for the practical delivery of services you will have the ability to work both under direction and autonomously.

### **Responsibilities**

- Provision of timely, effective and accurate industrial, human resource and WHS advice, training and representation to and on behalf of members
- Conducting HR and WHS audits
- Development of evacuation plans and workplace policies
- Presentation of information at member meetings
- Assisting with member training preparation and delivery
- Preparation of content for internal reporting requirements and member publications

To be considered for this role you must have qualifications and/or experience in industrial relations and/or human resources and hold a current drivers licence. It is also desirable to have Workplace Health and Safety experience. You will be required to obtain a National Criminal History clearance and Working with Children check.

A job description can be obtained through the MTA SA/NT website [www.mtasant.com.au/careers](http://www.mtasant.com.au/careers)

Telephone enquiries to Chris Morey, Workplace Relations Manager, or Emma Flenley, Human Resource Manager, on 8291 2000 are welcome.

Applications including a covering letter, which addresses the above selection criteria, and a resume can be submitted by clicking '**apply now**'. We encourage you to apply as early as possible as applications will be reviewed as we received them.