



Position Details

Position Title	Workplace Relations Advisor
Location	<p>Level 1, 81 Greenhill Road Wayville and 3 Frederick Road Royal Park</p> <p>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.</p>
Reports To (Position Title)	Workplace Relations 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	<p>To provide WHS, Environmental and HR/IR advice, representation, support and auditing to members. To coordinate environmental programs. To assist in the preparation of WHS, Environmental and work place policies. 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. To provide back up assistance and support to the WHS Coordinator.</p>
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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%.

Primary Responsibility	Conduct WHS, Environmental and Human Resource audits.	Time Spent 20%
Purpose of Activity	To educate, support and assist members with their WHS, environmental and human resource management.	
Example	Conducting WHS audits for metropolitan and regional member businesses.	
Responsibility (2)	Provision of advice and related support to members in relation to WHS, environmental, HR, and customer dispute matters. Policy creation. Drafting of documentation.	20%
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 waste management, water, energy and other environmental issues when requested via telephone or email. 2. Creation of WHS and HR policies.	
Responsibility (3)	Coordinate GreenStamp environmental accreditation program.	5%
Purpose of Activity	To assist members with environmental awareness and best practice in coordination with other states.	
Example	Conduct GreenStamp accreditation audits for members. Attend teleconferences with GreenStamp coordinators from other states.	

Responsibility (4)	Create and deliver environmental and 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 environmental and work place responsibilities. To provide assistance in bridging gaps in knowledge, policies and procedures.	
Example	Deliver training in Environmental standards.	
Responsibility (5)	Assist with the preparation of state and federal government responses and submissions. Assist with the preparation of grant applications from time to time.	5%
Purpose of Activity	Secure, implement and monitor government funded environmental and other projects with the assistance of the departmental manager. Provide feedback to government on proposed WHS, environmental and other legislation or regulation.	
Example	Perform research activities. Obtain member feedback. Draft submissions.	
Responsibility (6)	Preparation of relevant items for newsletter and journal. Provide written advice to members on a range of environmental, IR, HR and WHS 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	Legislative changes on Soil contamination where it may affect members.	

Responsibility (7)	Provide back up and support to the WHS Coordinator.	15%
Purpose of Activity	To perform relief duties for the WHS Coordinator during periods of leave. To provide ongoing WHS, Workers Compensation and administrative support to the WHS Coordinator.	
Example	Assisting with apprentice return to work. Booking lung function testing for apprentices.	
Responsibility (8)	To provide administration support to the Workplace Relations Department. To coordinate member training delivery.	15%
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	Essential	Preferred
<ul style="list-style-type: none"> • HSC • Degree/Diploma • Post-Graduate Qualifications • Trade Certificate • Industry Specific Qualifications 	Qualification or work experience in 2 or more related disciplines	WHS qualification or experience Environmental qualification or experience

		<p>Dispute resolution qualification or experience</p> <p>Industrial Relations or Human Resources qualification or experience</p>
<p>Skills</p> <ul style="list-style-type: none"> Interpersonal Skills eg. Communication, Negotiation, Problem Solving, Analytical, Customer Service, Team work. 	<p>Essential</p> <p>Excellent verbal/written communication. Problem solving ability Customer service Time management</p>	<p>Preferred</p> <p>Advocacy experience Auditing experience Experience with any level of government</p>
<p>Personal alignment with MTA Values</p>	<p>Essential</p> <p>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 Accountability: We take ownership of all that we do, each taking responsibility for our part in delivering high quality services Respect: We understand, acknowledge and appreciate the needs, opinions and values of everyone by embracing the diversity we have within our organisation. Excellence: We strive to do and be the best in all that we do everyday.</p>	<p>Preferred</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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