



Position Details

Position Title	Workplace Relations Advisor
Location	Level 1, 81 Greenhill Road 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 Industrial Relations, Human Resources, WHS and limited legal advice, support and training to members. To assist in the preparation of WHS, Environmental and work place policies and other online resources. To provide administrative support where required to departmental staff. To assist in the achievement of revenue targets through effective engagement and communication with members. To promote and maximise MTA membership, workplace relations products, services and member engagement.
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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	Workplace Relations Advice	Time Spent
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.	70%
Example	Responding to Member enquiries. Policy drafting. Document Creation. Telephone and email advice on IR/HR, WHS. legal and environmental issues. Representation in FWC and SAET.	
Responsibility (2)	Conduct IR, HR, WHS and Environmental training.	
Purpose of Activity	To educate, support and assist members with their IR, HR, WHS and Environmental management.	
Example	Conduct training for members on IR, HR, WHS and Environmental management.	
Responsibility (3)	Review, update and manage IR, HR, WHS, and Environmental resources online.	10%
Purpose of Activity	To provide members with online resources for IR, HR, WHS and Environmental management.	
Example	Review and draft documents and information sheets provided online for members.	
Responsibility (4)	Member Engagement and Promotion of products/services	10%
Purpose of Activity	Support the department in meeting their sales targets for the full suite of Products and Services delivered to members.	
Example	Inform Members of training and products and attempt to convert interest for sales.	

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 Law Degree	Preferred WHS qualification or experience Experience in an Industry Association
Skills <ul style="list-style-type: none"> • Interpersonal Skills eg. Communication, Negotiation, Problem Solving, Analytical, Customer Service, Team work. 	Essential Excellent verbal/written communication. Problem solving ability Customer service Time management	Preferred Advisory Experience
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 Accountability: We take ownership of all that we do, each taking	Preferred

	<p>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>	
<p>Computer Software</p> <ul style="list-style-type: none"> • Eg. Microsoft suite, Project, Finance. 	<p>Essential</p> <p>Microsoft experience</p>	<p>Preferred</p>
<p>Technical Skills</p> <ul style="list-style-type: none"> • Licences 	<p>Essential</p> <p>Drivers Licence</p>	<p>Preferred</p>
<p>Experience</p> <ul style="list-style-type: none"> • Industry and/or field experience. 	<p>Essential</p> <p>Industrial Relations Knowledge</p>	<p>Preferred</p> <p>Retail Experience Automotive Industry</p>

Frequent Contacts

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

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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