



Position Details

Position Title	Workplace Relations and Governance Manager
Location	MTA, 81 Greenhill Rd Wayville 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)	General Manager Member Solutions / CEO (Dotted Line)
Financial Accountability (Expense Budget and/or revenue)	Workplace Relations revenue and expense budget. Achieve revenue targets. Maintain levels of expenditure within authorised budget forecasts.
Management Responsibility (No of employees managed/supervised)	Workplace Relations Advisors (3) WHS & RTW Coordinator (dual reporting to GTO Manager) (1)
Governance Responsibility	Ensure conformity to statutory and legal obligations under the various legislation as set out by Rules of the Motor Trade Association of SA Registered Organisations Commission (ROC) Australian Electoral Commission' Fairwork

Position Responsibilities

Purpose of the Position	To ensure that the MTA provides timely, effective and relevant member advisory services, training and representation on behalf of its members. To provide legal, industrial and human resources advice, support and representation to members as required.
--------------------------------	---

	<p>To provide advice in relational to Divisional issues and member complaints as required.</p> <p>To monitor and prepare content as appropriate for internal reporting requirements and member publications.</p> <p>To provide internal legal advice to management and the board as required.</p> <p>To ensure the MTA adheres to prescribed governance.</p> <p>To manage the WR revenue and expense budget.</p>
--	--

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)	To provide advice and representation for members on legal, industrial, employment, WHS and commercial issues, and to assist them to resolve complex legal, franchising and warranty disputes.	35%
Purpose of Activity	To ensure members receive accurate advice, support and problem solving options and recommendations in order to achieve high quality outcomes in relation to disputes.	
Examples	<ul style="list-style-type: none"> • Provide accurate, timely and relevant advice to members on industrial issues. • Provide advice and representation in relation to civil disputes • Provide franchising and warranty advice 	
Responsibility (2)	Leadership and Management	20%
Purpose of Activity	Provide effective leadership and management to deliver engaged, efficient and effective (skilled) people and processes to achieve 'client' satisfaction.	
Example	<ul style="list-style-type: none"> • Lead and provide guidance to ensure the effective, efficient and compliant provision of member advisory services, training and representation. • Effective resourcing, within budget and timeframes. • Performance management- completion of Performance and Development Plans and Reviews. • Staff development- staff learning and development needs identified, recorded, implemented and reviewed. 	

	<ul style="list-style-type: none"> • Establish and manage cross-skilling for team members, including self, to ensure back-up. • Ensure Workplace Health and Safety, EEO Bullying and Harassment and privacy compliance. • Scheduling and approving leave requests. <p>Demonstrate:</p> <ul style="list-style-type: none"> • Self-Awareness • Managing Self • Professionalism • Engaging people • Team collaboration • Customer focus • Strategic understanding • Driving outcomes • Business Improvement 	
Responsibility (3)	Research, prepare and present seminars, training and communication materials to members.	10%
Purpose of Activity	To ensure members have access to information and are informed of the latest updates in relation to industrial, legal, WHS and environmental obligations.	
Examples	<ul style="list-style-type: none"> • Delivery of training and seminars to members across all WR topics in person, online or recorded. • Provide content as required to Marketing team for ongoing communications – WR Bulletin, Member alerts, Website updates 	
Responsibility (4)	<p>Governance</p> <p>Note* administration assistance is to be provided by the Executive Assistant, Communications support provided by the Marketing Specialist including Board meeting minutes, IAC minutes, agendas, member communications etc.</p>	10%
Purpose of Activity	Undertakes Governance activities across MTA / GTS Operations so as to ensure compliance with the rules of the organization and other governing bodies (ROC, AEC, Fairwork). This is to be done in relation to the Board Governance Document and Calendar of Events	
Examples	ROC – annual report declaration / notification of election and AGM / instruction to appoint AEC to coordinate the board and exec elections	
	• Initiate division / zone board nomination election via comms	
	• Liaison with AEC to ensure board nominee validation	

	Instigate AGM "save the date" comms with Marcomms	
	Instigate member invitation together with annual report, financial report to all members.	
	Keep up to date and issue new Board member / IAC member docs including guidelines and confidentiality deed	
	Notification of board results together with Marcomms	
	Notification of officer changes to ROC and State Electoral Commission of any board changes	
	Liaise with AEC to coordinate Board chair /deputy chair election	
	Completion of ASQA documentation by new board members	
	Notification of board chair / deputy chair results to members via marcomms	
	Confirmation of membership numbers	
	Compliance of ongoing MTSA operations to the Constitution / new rules	
Responsibility (5)	Legal Support	10%
Purpose of Activity	To ensure the CEO, Board and other departments have access to legal advice and support in-house, and to coordinate and manage engagement of external legal support as needed.	
	Advice and support on contracts, disputes, workplace relations issues and other legal matters that arise	
	Coordinate and manage engagement of external legal support	
	Act as a formal legal representative for the MTA or GTS as required	
Responsibility (6)	Divisional support	10%
Purpose of Activity	To actively support the Industry Engagement Specialists in relation to divisional issues that require legal advice and/or representation.	
Example	<ul style="list-style-type: none"> Research and prepare recommended approaches in relation to policy, legislation or legal issues relating to divisions. Research and create legal documentation for internal stakeholders, in particular the Industry Engagement Specialists Attend and assist in the facilitation of divisional meetings where required. 	

Primary Responsibility (7)	Board Reporting & Analysis	5%
Purpose of Activity	To ensure that departmental reports include appropriate metrics and analysis to provide accurate information of performance	
Example	<ul style="list-style-type: none"> • Collect and analyse monthly analytics for board reports on KPIs. • Research and provide comprehensive reports for board on relevant issues/ideas/projects. 	
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 including OH&S and EEO**
- **Industry codes.**

Knowledge, Skill and Experience Requirements

<p>Knowledge</p> <ul style="list-style-type: none"> • HSC • Degree/Diploma • Post-Graduate Qualifications • Trade Certificate • Industry Specific Qualifications 	<p style="text-align: center;">Essential</p> <p>Legal qualifications and experience</p>	<p style="text-align: center;">Preferred</p>
<p>Skills</p> <ul style="list-style-type: none"> • Interpersonal Skills eg. Communication, Negotiation, Problem Solving, Analytical, Customer Service, Team work. 	<p style="text-align: center;">Essential</p> <ul style="list-style-type: none"> • Leadership skills. • Operational business planning. • Ability to proactively identify opportunities and develop innovative solutions. • Ability to negotiate successfully. • Initiative and drive to succeed. • Interpersonal and relationship building skills with a proven ability to build rapport and engage stakeholders. • Demonstrated ability to research, analyse, interpret, clarify and communicate information at all levels. • Advanced and persuasive written and verbal communication skills. • Presentation skills. • Proactive, fostering a culture of continuous improvement. • Financial management acumen. • Analytical skills and attention to detail. • Demonstrated ability to 	<p style="text-align: center;">Preferred</p>

	<p>manage diverse workloads and meet tight timeframes.</p> <ul style="list-style-type: none"> • Outcome focussed. • Flexible attitude. 	
Personal alignment with MTA Values	<p style="text-align: center;">Essential</p> <p>Teamwork: Working together, empowering and supporting one another to achieve our common goals</p> <p>Achievement: We do our best to exceed expectations, striving for innovation in our delivery of relevant and valued services</p> <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>	Preferred
<p>Computer Software</p> <ul style="list-style-type: none"> • Eg. Microsoft suite, Project, Finance. 	<p style="text-align: center;">Essential</p> <p>Microsoft suite- Intermediate to advanced Word, Excel, Powerpoint, Outlook, Intranet/ Internet, Windows 10</p>	Preferred
<p>Technical Skills</p> <ul style="list-style-type: none"> • Licences 	<p style="text-align: center;">Essential</p> <p>Drivers Licence</p>	Preferred
<p>Experience</p> <ul style="list-style-type: none"> • Industry and/or field experience. 	<p style="text-align: center;">Essential</p> <p>Legal experience- minimum 5 years- in workplace and/or industrial relations</p> <p>Leadership experience.</p>	Preferred

Frequent Contacts

Internal Contacts Includes organizational managers and employees.	All MTA Managers and Employees. MTA Board
External Contacts Includes customers, members, suppliers, Government bodies, industry groups, competitors	Members Host Employers Government Departments Inc. AEC / ROC Industry Groups