

Division / Unit	Member Services / Industrial Relations Unit
Salary Classification	TBD by HR Manager
Employment type	Permanent
Date of Approval	July 2017

Primary purpose

The Industrial Officer is responsible for the provision of advice to LGNSW members on contemporary human resources management issues, employment and industrial law, workplace and local government reform. The position will represent members before industrial relations and related tribunals and resolve disputes effectively and efficiently. The position will provide advice, information and capacity building to LGNSW members and implement industrial relations and employment policies in the best interests of the Local Government Industry.

Key accountabilities

- Advise LGNSW members in an accurate and timely manner on award interpretation matters, employment and industrial relations issues, including anti-discrimination, WHS and workforce planning and development.
- Represent LGNSW members before industrial relations and related tribunals.
- Assist LGNSW members in the negotiation and drafting of enterprise agreements.
- Represent LGNSW at an industry level in negotiation and arbitration of award variations.
- Develop and deliver training on industrial relations and employment related topics.
- Prepare industrial papers, reports, submissions and items for LGNSW's publications.
- Provide support in the preparation and delivery of human resource group meetings and seminars.
- Represent LGNSW on external committees and working parties.
- Brief counsel, where appropriate.

Key challenges

- Keeping up to date with changes and developments in State and Federal employment law and workplace and Local Government reform.
- Balancing the expectations of LGNSW members against what is achievable in conflict situations.
- Providing LGNSW members with advice that is timely, accurate and industry relevant.
- Working in interdisciplinary teams.

Key relationships and role dimensions

Who	Why
Councils and other LGNSW members	<ul style="list-style-type: none"> • Develop and maintain effective relationships. • Provision of accurate and timely advice. • Representation before industrial and other tribunals. • Dispute resolution and award negotiations/ arbitrations.

Who	Why
Senior Manager Industrial Relations Colleagues	<ul style="list-style-type: none"> Advise and assist the Senior Manager Industrial Relations in the development of policies and strategies relating to industrial relations and employment in the industry. Develop and maintain effective workplace relationships. Collaborate on research of issues, exchange information and work with colleagues to provide advice and seek feedback.
Unions	<ul style="list-style-type: none"> Develop and maintain effective relationships.
Other Local Government Associations	<ul style="list-style-type: none"> Maintain awareness of key issues to inform LGNSW industrial policy positions.
Sector Interest groups and peak employer bodies	<ul style="list-style-type: none"> Keep informed of issues or updates in relevant professional area Maintain professional networks.
Professional networks	

Decision making

- Accountable to Senior Manager Industrial Relations for delivery on assigned outcomes.
- Operate with degree of autonomy within the responsibilities of the role.

Reporting line

The position reports to the Senior Manager Industrial Relations.

Direct Reports

The position has no direct line management responsibilities.

Essential requirements

- Tertiary qualifications in industrial relations, employment law or associated discipline.
- Demonstrated ability to represent members/clients before industrial relations courts/tribunals.
- Highly developed communication skills.
- Thorough understanding of State and Federal industrial relations systems and employment legislation.
- Developed understanding of workplace reform issues.
- Ability to use office based computer packages.
- Class C Licence and flexibility to travel required.

Desirable requirements

- Practising Certificate as an Australian Legal Practitioner.
- Experience and/or understanding of issues affecting local government in NSW.