

## INDUSTRIAL RELATIONS SPECIALIST

|                           |  |           |     |
|---------------------------|--|-----------|-----|
| BRANCH/UNIT               | People and Safety  |           |     |
| TEAM                      | Workplace Relations  |           |     |
| LOCATION                  | Optional   |           |     |
| CLASSIFICATION/GRADE/BAND | TM1  |           |     |
| POSITION NO.              | TBA  |           |     |
| ANZSCO CODE               | 223113   | PCAT CODE | TBA |
| TAFE Website              | <a href="http://www.tafensw.edu.au">www.tafensw.edu.au</a> |           |     |

### 1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

### 2. POSITION PURPOSE

The Industrial Relations (IR) Specialist is responsible for the provision of high level industrial relations advice, services, negotiation and advocacy for TAFE NSW to ensure enterprise bargaining and industrial relation matters are appropriately dealt with before Fair Work and other external bodies.

### 3. KEY ACCOUNTABILITIES

1. Support the Industrial Relations Manager by providing expert advice and support on a range of industrial relations activities within TAFE NSW and before the Fair Work Commission and other external bodies, to ensure matters are dealt with appropriately under Fair Work Act, TAFE NSW Enterprise Agreement, policies and procedures.
2. Build and sustain collaborative relationships with Business Partners, managers and key stakeholders providing accurate, high quality and timely advice and information on best practice and a range of workforce issues to support and build capability in the Business Partnering function around sound management practices.
3. Provide accurate and appropriate verbal and written advice on the conduct of industrial relations procedures to support successful negotiations with unions and employee associations and the advocacy of industrial and employee relations cases in the Fair Work Commission and other relevant tribunals.
4. Lead Enterprise Bargaining activities and award negotiations with stakeholders and unions to develop and implement new awards for staff, maintaining oversight of current entitlements, legislative frameworks and statutory obligations dependent on the employee base.
5. Prepare complex reports, briefs and correspondence for key stakeholders to ensure compliance with Fair Work Act, TAFE NSW Enterprise Agreement, policies and procedures.
6. Collaborate within the IR team on a range of key IR issues and projects addressing enterprise bargaining and dispute processes, to ensure a consistent approach and sharing of expertise.
7. Provide advice and interpretation of the provisions of enterprise agreements to build capability and ensure management and staff receive accurate information on entitlements attached to their conditions of employment.
8. Conduct research to contribute to the development and implementation of IR related policies, procedures and enterprise agreements to support the adoption of sound management practices.
9. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
10. Place the customer at the centre of all decision making.
11. Work with the Line Manager to develop and review meaningful performance management and development plans.

### 4. KEY CHALLENGES

- Developing the knowledge and understanding of stakeholders in the importance of complying with mandatory legislative and regulatory workplace relations requirements.
- Ensuring managers recognise and appreciate the sensitivity of the industrial climate when participating in negotiations with representatives from unions and employee associations.

### 5. KEY RELATIONSHIPS

| WHO                                      | WHY  |
|--|--|
| <b>Internal</b>                          |  |
| Manager, Industrial Relations            | <ul style="list-style-type: none"> <li>• Receive leadership, support and advice.</li> </ul>                        |
| Business Partners and other Stakeholders | <ul style="list-style-type: none"> <li>• Collaborate on addressing industrial relations related issues.</li> </ul> |

## 6. POSITION DIMENSIONS

**Reporting Line:** Manager, Industrial Relations

**Direct Reports:** Nil

**Indirect Reports:** Nil

**Financial Delegation:**

**Budget/Expenditure:**

**Decision Making:**

- Makes decisions on complex and sensitive issues within professional knowledge and expertise and structured by established management systems.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

## 7. ESSENTIAL REQUIREMENTS

1. Degree qualification in employee relations, employment law or equivalent industry experience.
2. Sound knowledge of employment law and its operation.
3. Ability to address and meet focus capabilities as stated in the Position Description.





## 8. CAPABILITIES

### NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities in **bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

| CAPABILITY GROUP   | NAME                                    | LEVEL               |
|--|---|---------------------|
| <br>Personal Attributes | <b>Display Resilience &amp; Courage</b> | <b>Adept</b>        |
|  | Act with Integrity                      | Adept               |
|  | Manage Self                             | Adept               |
|  | <b>Value Diversity</b>                  | <b>Adept</b>        |
| <br>Relationships       | Communicate Effectively                 | Adept               |
|  | Commit to Customer Service              | Adept               |
|  | <b>Work Collaboratively</b>             | <b>Advanced</b>     |
|  | <b>Influence and Negotiate</b>          | <b>Adept</b>        |
| <br>Results             | Deliver Results                         | Adept               |
|  | Plan And Prioritise                     | Intermediate        |
|  | <b>Think and Solve Problems</b>         | <b>Advanced</b>     |
|  | Demonstrate Accountability              | Adept               |
| <br>Business Enablers   | Finance                                 | Intermediate        |
|  | Technology                              | Intermediate        |
|  | Procurement and Contract Management     | Intermediate        |
|  | <b>Project Management</b>               | <b>Intermediate</b> |

**OCCUPATION/PROFESSION SPECIFIC CAPABILITIES FOR THE POSITION**

| CAPABILITY                    | DEFINITION   | LEVEL          |
|-------------------------------|--|----------------|
| <b>Workforce Strategy</b>     | Contribute to defining business objectives, create evidence based workforce strategies to achieve outcomes and guide the organisation through the required change. | <b>Level 2</b> |
| <b>Organisational Culture</b> | Identify, assess and encourage workplace values and behaviours to foster an engaged, inclusive and high performing workforce.                                      | <b>Level 2</b> |
| <b>Workforce Relations</b>    | Develop and deliver effective workplace practices aligned with organisational objectives and regulatory and legislative requirements.                              | <b>Level 2</b> |

**FOCUS CAPABILITIES**

The focus capabilities for the Industrial Relations Specialist are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the position's key accountabilities.

**NSW Public Sector Focus Capabilities**

| NSW Public Sector Capability Framework                       |          |  |
|--|----------|--|
| Group and Capability   | Level    | Behavioural Indicators   |
| <b>Personal Attributes</b><br>Display Resilience and Courage | Adept    | <ul style="list-style-type: none"> <li>Be flexible, show initiative and respond quickly when situations change.</li> <li>Give frank and honest feedback/advice.</li> <li>Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively.</li> <li>Raise and work through challenging issues and seek alternatives.</li> <li>Keep control of own emotions and stay calm under pressure and in challenging situations.</li> </ul>                 |
| <b>Personal Attributes</b><br>Value Diversity                | Adept    | <ul style="list-style-type: none"> <li>Seek to promote the value of diversity for the organisation.</li> <li>Recognise and adapt to individual differences and working styles.</li> <li>Support initiatives that create an environment in which diversity is valued.</li> </ul>  |
| <b>Relationships</b><br>Work Collaboratively                 | Advanced | <ul style="list-style-type: none"> <li>Build a culture of respect and understanding across the organisation.</li> <li>Recognise outcomes which resulted from effective collaboration between teams.</li> <li>Build co-operation and overcome barriers to information sharing and communication and collaboration across the organisation and cross government.</li> <li>Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions.</li> </ul> |
| <b>Relationships</b><br>Influence and Negotiate              | Adept    | <ul style="list-style-type: none"> <li>Negotiate from an informed and credible position.</li> <li>Lead and facilitate productive discussions with staff and stakeholders.</li> </ul>   |

## NSW Public Sector Capability Framework

| Group and Capability                           | Level        | Behavioural Indicators  |
|--|--------------|---|
| <b>Results</b><br>Think and Solve Problems     | Advanced     | <ul style="list-style-type: none"> <li>• Encourage others to talk, share and debate ideas to achieve a consensus.</li> <li>• Recognise and explain the need for compromise.</li> <li>• Influence others with a fair and considered approach and sound arguments.</li> <li>• Show sensitivity and understanding in resolving conflicts and differences.</li> <li>• Manage challenging relations with internal and external stakeholders.</li> <li>• Pre-empt and minimise conflict.</li> </ul>   |
|  |              | <ul style="list-style-type: none"> <li>• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues.</li> <li>• Work through issues, weigh up alternatives and identify the most effective solutions.</li> <li>• Take account of the wider business context when considering options to resolve issues.</li> <li>• Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements.</li> <li>• Implement systems and processes that underpin high quality research and analysis.</li> </ul> |
| <b>Business Enablers</b><br>Project Management | Intermediate | <ul style="list-style-type: none"> <li>• Perform basic research and analysis which others will use to inform project directions.</li> <li>• Understand project goals, steps to be undertaken and expected outcomes.</li> <li>• Prepare accurate documentation to support cost or resource estimates.</li> <li>• Participate and contribute to reviews of progress, outcomes and future improvements.</li> <li>• Identify and escalate any possible variance from project plans.</li> </ul>  |