



Position Details

Position Title	Workplace Relations Advisor
Location	Level 1, 81 Greenhill Road Wayville; and 3 Frederick Road Royal Park 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	The purpose of the position is to provide advice and support to MTA members in the areas of IR, WHS and HR.
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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%.

Responsibility (1)	Provide advice and related support to members in relation to HR, IR and pay queries and WHS queries.	Time Spent 60%
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Purpose of Activity	<p>Provide consistent, balanced and professional advice, consultation, problem solving options and recommendations that meet relevant legislative requirements.</p> <p>Provide members with a clear understanding of the actions required and the related consequences.</p>	
Example	<p>Advise members on pay queries when requested via telephone or email.</p> <p>Prepare and update Wage Guides.</p> <p>Conduct HR and Payroll audits for metropolitan and regional member businesses.</p>	
Responsibility (2)	<p>Create and deliver HR/IR member training and information sessions.</p> <p>Attend metropolitan and regional member zone meetings from time to time.</p>	10%
Purpose of Activity	<p>Ensure members understand their work place responsibilities.</p> <p>Assist in bridging gaps in knowledge, policies and procedures.</p>	
Example	<p>Deliver training in payroll and managing staff.</p>	
Responsibility (3)	<p>Prepare relevant items for member communications.</p> <p>Provide written advice to members on a range of IR and HR matters.</p>	10%
Purpose of Activity	<p>Keep members appraised of any changes to legislation and any current issues or best practice initiatives that may impact or improve their business.</p>	

Example	Provide updates on legislative changes regarding casual employees.	
Responsibility (4)	Assist in the achievement of revenue targets in relation to training and auditing.	10%
Purpose of Activity	To create revenue for the MTA.	
Example	Invoicing members for lengthy IR advice. Promoting Training and auditing services.	
Responsibility (5)	Provide administrative support to the Workplace Relations Department. Coordinate member training delivery.	10%
Purpose of Activity	Assist department staff with the delivery of timely, effective and professional services.	
Example	Take registrations and schedule 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

<p>Knowledge</p> <ul style="list-style-type: none"> • HSC • Degree/Diploma • Post-Graduate Qualifications • Trade Certificate • Industry Specific Qualifications 	<p>Essential</p> <ul style="list-style-type: none"> • Legal, Industrial Relations or Human Resources qualification or experience. 	<p>Preferred</p> <ul style="list-style-type: none"> • Work Health and Safety experience. • Dispute resolution qualification or experience. • Cert IV – WHS qualification or experience.
<p>Skills</p> <ul style="list-style-type: none"> • Interpersonal Skills eg. Communication, Negotiation, Problem Solving, Analytical, Customer Service, Team work. 	<p>Essential</p> <ul style="list-style-type: none"> • Excellent verbal/written communication. • Excellent problem-solving skills including a high level of analytical ability. • Customer service. • Time management. • Attention to detail. • Training delivery / presentation skills. • Self-motivated, showing initiative and a proactive approach. • Innovative – bring new ideas 	<p>Preferred</p> <ul style="list-style-type: none"> • Advocacy experience. • Auditing experience
<p>Personal alignment with MTA Values</p>	<p>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>Preferred</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>	
<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>Appropriate academic qualifications and/or demonstrable experience.</p>	<p>Preferred</p> <p>As outlined above.</p>

Frequent Contacts

Internal Contacts	<p>Organisational Managers</p> <p>Organisational Employees</p>
External Contacts	<p>Members</p> <p>Suppliers</p> <p>Government Bodies</p> <p>Industry Groups</p> <p>Legal Firms/Lawyers</p> <p>Unions</p>

	Employer groups Interstate Motor Trade Association colleagues
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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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