



PRINCIPAL INDUSTRIAL RELATIONS ADVISER

JOB & PERSON SPECIFICATION

JANUARY 2019



JOB SPECIFICATION

POSITION: Principal Industrial Relations Adviser

REPORTS TO: Senior Industrial Officer

Position Summary

The Principal Industrial Relations Adviser will work as a member of the SASMOA Industrial Team representing salaried doctors on issues relating to their salaries and conditions of employment.

The Principal Industrial Relations Adviser will work as a member of the SASMOA Industrial Team representing salaried doctors on issues relating to their salaries and conditions of employment.

Duties and Responsibilities

Case Work

- Resolution of individual members grievances such as under/overpayments, unfair dismissals and performance management issues;
- Represent SASMOA and members in various industrial forums including the SA Industrial Relations Commission and SA Health Industrial Liaison Committees;
- Negotiating with the employer and its representatives in relation to claims and issues raised by or affecting members;
- Negotiating issues arising from members disputes;
- Review caseloads and identify emerging issues and trends among members;
- Provide advice to staff members in relation to members issues;
- Work to recruit into membership all persons eligible for membership of SASMOA including, site visits, promotional events and by promoting the effectiveness of SASMOA in pursuing matters for members or groups of members;
- Participate in industrial campaigns;
- Provide technical advice and assistance on industrial matters, including undertaking relevant research on emerging issues.

Communication

- Provide written communication to members on specific matters affecting members' employment;
- Attend members, staff and SASMOA Council meetings as delegated to provide information, advice and reports;
- Development of information to members and members' forums and committees, as delegated.

Professional Development

- Undertake relevant training and development in consultation with the Senior Industrial Officer.



PERSON SPECIFICATION

Knowledge

- Broad knowledge and understanding of the State and Federal Industrial Relations systems, legislation, and Awards and Agreements;
- Broad understanding of public sector employment and management practices;
- Demonstrated understanding of negotiation and dispute resolution.

Skills and Abilities

- Research and interpret industrial instruments, legislation and case law precedence to formulate advice for members;
- Attend and represent the interests and rights of union members at workplace meetings and conferences before the State Industrial tribunals;
- Communicate effectively using both verbal and written skills;
- Analyse and solve problems;
- Work independently and as a Team Member.

Desirable

- Previous experience working as an Industrial Adviser within the Union movement;
- Tertiary qualifications in a relevant discipline, including industrial relations and/or law;
- Supportive of the objectives of the union movement.



HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential telephone discussion, please call Andrew or Lucy Dinnison-Mitchell on (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.