



Job Description Form

Manager – Employee Relations

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|------------------|-----------|-----------------|--|
| Position Number: | 3087206 | Portfolio: | Strategy and Performance |
| Classification: | Level 7 | Reports to: | Assistant Director People and Safety Services, Level 8 |
| Location: | Joondalup | Direct Reports: | 4 |

Description

This role provides leadership and management of the department's employee and industrial relations business function to support the achievement of positive workplace culture and compliance with legislative and industrial frameworks. The position oversees the delivery of strategic and operational advice, drives resolution of complex employment matters, and leads initiatives to enhance workplace practices and mitigate organisational risk. The role works collaboratively with internal and external stakeholders to support consistent, fair, and effective management of employee relations across the department.

Responsibilities

In context of above description, the role:

- Oversees the management, integration, governance, performance, and resourcing of the business function.
- Leads the development and delivery of strategic human resource initiatives to meet workforce and organisational priorities.
- Leads the development and review of frameworks, policies and programs to ensure alignment with strategic, legislative and public sector requirements.
- Provides expert advice and consultancy services to inform decision-making and guide the application of HR strategies, frameworks and practices within the business function.
- Drives innovation, continuous improvement and the adoption of contemporary HR practices.
- Provides leadership and direction to build capability, drive performance, and promote a values-based workplace culture.
- Builds and maintains strategic partnerships with internal and external stakeholders to influence outcomes.
- Performs other duties consistent with the role's scope and level of responsibility.

Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be [Leading Others](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.

We serve to make a difference | We build trust | We care | Open minds | Better together

Work Related Requirements

Read these requirements in context of the above contents.

1. You have substantial experience in the management, integration, governance, and resourcing of the HR business function to drive the delivery of strategic and operational outcomes (*you deliver on high leverage areas*).
2. You have the proven ability to provide high-level advice and consultancy to resolve complex human resource matters (*you think through complexity*).
3. You have highly developed communication and interpersonal skills to engage, influence, and collaborate with a broad range of stakeholders to deliver service outcomes (*you dynamically sense the environment*).
4. You have significant experience in leading others, building capability, and promoting a values-based and high-performing workplace culture (*you lead collectively*).
5. You have significant knowledge of public sector frameworks, legislation, and industrial instruments relevant to the HR function of this role (*you embody the spirit of public service*).
6. You have the demonstrated ability to lead the development and implementation of improvements, strategies, or initiatives to enhance HR service delivery and workforce outcomes (*you deliver on high leverage areas*).

Special Requirements

- The department will conduct a national police check before offering employment.
- This position requires the ability for independent travel.