

POSITION DESCRIPTION

Industrial Relations Officer



POSITION DETAILS

Position Title	Industrial Relations Officer
Classification	HEW 8
Position Number	TBC
School/Office	Pay Confidence Program
Division	Division of the Chief Operating Officer

POSITION PURPOSE

The Industrial Relations Officer provides expert advice and support on employment legislation, collective agreements, and industrial relations matters. The role is responsible for negotiating and resolving workplace issues, ensuring compliance with regulatory frameworks, and fostering constructive relationships between employees, unions, and management. This position plays a critical role in maintaining fair and equitable employment practices while mitigating risk and supporting strategic workforce objectives.

KEY ACCOUNTABILITIES

- Interpret and apply industrial instruments, employment legislation, and University policies to ensure compliance.
- Provide expert advice on industrial relations matters, including enterprise agreements and workplace disputes.
- Negotiate and mediate with unions and employee representatives to achieve fair and sustainable outcomes.
- Develop and maintain strong relationships with internal stakeholders and external bodies to support collaborative problem-solving.
- Monitor changes in legislation and regulatory requirements, advising management on implications and necessary actions.

- Prepare accurate reports, submissions, and documentation for internal governance and external regulatory bodies.
- Analyse complex employment data and agreements to identify risks and recommend solutions.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- A relevant degree in Human Resources, Law, or Industrial Relations with extensive experience in industrial relations OR an equivalent combination of education and experience.
- In-depth knowledge of employment legislation, enterprise agreements, and industrial instruments.
- Demonstrated experience in negotiation, conflict resolution, and stakeholder engagement.
- Strong analytical and problem-solving skills with attention to detail.
- Excellent written and verbal communication skills, including the ability to prepare complex reports and submissions.

KEY RELATIONSHIPS

Identify the role's reporting line and any supervisory responsibilities. Then list the key internal and external stakeholders the role must engage with to be successful. Focus on relationships that are critical to delivering the key accountabilities.

- **This position reports to:** Senior Project Manager, Remediation & Mitigation
- **This position supervises:** NIL
- **Key internal relationships:**
 - Program Director and Program Stream Senior Project Managers
 - Office of General Counsel
 - Office For People Teams
 - Chief People Officer
- **Key external relationships:**
 - Union Representatives
 - Regulatory Authorities
 - Legal Advisors

CHALLENGES

- Managing complex and sensitive industrial relations issues within tight timeframes.
- Balancing competing interests between employees, unions, and management.
- Keeping abreast of frequent changes in legislation and regulatory requirements.
- Maintaining accuracy and compliance under high-pressure situations.
- Building trust and credibility in a highly scrutinized environment.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Matthew Bond

Date: 07/01/2026