

# Graduate Research Officer (Workplace Relations and Legal) Position Description

<b>Division/Branch/Unit</b>	Workplace Relations and Legal
<b>Salary Classification</b>	Grades 2-3
<b>Employment type</b>	Permanent
<b>Date of Approval</b>	August 2021

## Primary purpose

Undertake research on a broad range of issues, case law and legislation relating to industrial relations, human resources management and legal issues affecting local councils.

Assist the Association to provide a range of legal and industrial relations related services to members.

Undertake project work as required.

## Key accountabilities

- Research case law and legislation
- Assist the Association's industrial officers and senior industrial officers prepare for cases before courts and tribunals
- Advise councils on issues relating to employment, industrial relations, local government award and human resources management
- Assist in the preparation of reports and submissions
- Maintain a library of resources and legal databases to support the Association's activities
- Research and advise on the application of Awards applicable to the sector
- Maintain statistics for the work of the unit
- Provide support in the preparation and delivery of human resource network meetings, seminars, etc.

## Key challenges

- Keeping up to date with changes and developments in State and Federal employment law and workplace and Local Government reform.
- Balancing the expectations of councils against what is achievable in conflict situations.
- Providing councils with advice that is timely, accurate and industry relevant.
- Working in interdisciplinary teams.

## Key relationships and role dimensions

Who	Why
Councils	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships</li> <li>• Provision of accurate and timely advice</li> <li>• Representation before industrial and other tribunals</li> <li>• Dispute resolution and award negotiations/ arbitrations</li> </ul>

Who	Why
Director, Member Services Senior Manager, Workplace Relations Senior Industrial Officers Legal Officer Industrial Officers	<ul style="list-style-type: none"> <li>Advise and assist the Senior Manager, Workplace Relations in the development of policies and strategies on industrial relations and employment in the industry.</li> <li>Assist the Legal Officer with legal research</li> <li>Develop and maintain effective workplace relationships.</li> <li>Collaborate on research of issues, exchange information and work with colleagues to provide advice and seek feedback.</li> </ul>
Unions Other Local Government Associations Sector Interest groups and peak employer bodies Professional networks	<ul style="list-style-type: none"> <li>Develop and maintain effective relationships.</li> <li>Maintain awareness of key issues to inform LGNSW industrial policy positions.</li> <li>Keep informed of issues or updates in relevant professional area.</li> <li>Maintain professional networks.</li> </ul>

### Decision making

- Accountable to Senior Manager, Workplace Relations and the Director of Member Services for delivery on assigned outcomes.
- Operate with degree of autonomy within the responsibilities of the role.

### Reporting line

The position reports to the Senior Manager, Workplace Relations.

### Direct Reports

The position has no direct line management responsibilities.

### Essential requirements

- You will possess or be working towards the attainment of tertiary qualifications in industrial relations, human resources management, law or an associated discipline
- Experience in interpreting legislation, awards and/or case law
- Well developed oral and written communication skills
- Demonstrated research skills, including online research
- General knowledge of council practices and policies
- Knowledge of office based computer packages
- Class C Licence and flexibility to travel required