

# Position Description



Position Title **Senior Employee Relations Adviser**

Position No	00067613
Delegation Level	005
Job Designation	Employee Relations Adviser
Organisational Unit	Employee Relations
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Tech Professional Expert
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Employee Relations Manager

## QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together  
Treat others with respect - We appreciate everyone's contributions and differences  
Empower our people - We have confidence in our people  
Act Safely - We work safe, to go home safe  
Make a positive difference - We learn from today, to improve tomorrow

## Position Purpose

To coordinate and manage a range of employee relations issues and projects and provide advice, coaching and support to managers on policy matters, industrial relations issues, legislative requirements and support the resolution of workplace issues.

## Position Responsibilities

1. Provide employee relations advice to Queensland Rail management about the effective application of relevant legislation, policies and standards, support the resolution of workplace issues and work with managers to enable workplace reform.
2. Consult and negotiate with employees and unions about the application of relevant legislation, policies and standards to resolve workplace issues and ensure the best outcomes for Queensland Rail.
3. Provide assistance with the implementation of workplace reform initiatives and HR strategies.
4. Case manage or lead complex workplace investigations and mediations to resolve workplace issues.
5. Report on the status of assigned strategies within the agreed timeframes and standards, and provide information and updates on major projects.
6. Participate in large multi-disciplinary teams and lead smaller teams to successfully support broader multi-disciplinary objectives.
7. Provide direct support to the Senior Manager Employee Relations, especially in the areas of specialist technical advice, business and project planning, and administrative assistance as required.

## Additional Factors

The appointee will be required to :-  
- Comply with Queensland Rail's Code of Conduct;  
- Observe all legal and safety obligations of the organisation;

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## **What is the key selection criteria**

1. Extensive knowledge of employee relations legislation, enterprise agreements and associated standards, policies and procedures.
2. High level of skill in coaching, communicating and negotiating within a complex and diverse organisation to resolve workplace issues, equity and diversity matters and support workplace reform initiatives.
3. High level of skill in case managing and leading complex workplace investigations and mediations.
4. High level of skill in managing change and coaching managers to achieving organisational transformation in the workplace.
5. High level of written and interpersonal communication, consultation and negotiation skills.
6. Substantial level of skill in managing projects to achieve desired outcomes.
7. Knowledge of and a willingness to commit to and work within Queensland Rail's Values and Behaviours.

## **Pre-employment Checks:**

Not Applicable

## **Health, Safety and Environment Responsibilities**

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

## **Personal Protective Equipment needs:**

Refer to relevant business instructions.

## **Safety Publications**

Refer to relevant business instructions.

### **Please Note:**

Queensland Rail has a random alcohol and other drug testing program.  
Testing can occur anywhere, at any time, on any day.