

# Position Description



## Position Title **Senior Employee Relations Advisor**

Position No	00062061
Delegation Level	005
Job Designation	Officer
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	Principal Consultant Ethics & Integrity

### **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**

Co-ordinate and manage Human Resources (HR) issues and strategies relevant to Queensland Rail to provide professional HR services to senior and line managers, supervisors and staff.

### **Position Responsibilities**

1. Provide specialist advice, support and coaching to Queensland Rail senior and line managers and staff on Human Resource Management (HRM) to enable best practice and compliance, particularly in areas of HRM, Industrial Relations and Employment Law.
2. Project manage HR strategies from their development, implementation and evaluation to deliver business outcomes.
3. Provide effective HRM processes which ensure that employee conditions, benefits and assistance programmes are provided by the most efficient and confidential means and that employees' performance meet business and corporate requirements.
4. Develop and deliver management and staff awareness and skills building programs on HR initiatives and associated Legislation, including Discrimination, Equal Opportunity and Industrial Relations Legislation.
5. Contribute to the planning processes within HR Division and assist other areas with incorporating HR initiatives into Group/Divisional plans and business operations.
6. Perform workplace investigations and alternative dispute techniques on behalf of senior management.
7. Represent Queensland Rail in all forums in relation to discrimination matters, grievance management, grievance investigation and reporting.
8. Maintain a professional level of knowledge of emerging trends and developments relating to HRM and Industrial Relations and contribute this to Queensland Rail management.

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## **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;
- Show judgement with respect to matters of a sensitive and confidential nature;
- Operate in an autonomous manner;
- Attend training and personal development;
- Travel intrastate.

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

1. High level of skill in providing specialist advice and support on matters relating to HRM, Industrial Relations and Employment Law.
2. High level of skill in the management of strategic HR initiatives that are results driven.
3. High level of interpersonal, communication and negotiation skills.
4. Extensive knowledge of contemporary HRM and HR policies, Enterprise Agreements, Subsidiary Agreements and associated Legislation.
5. High level of leadership and people management skills as they relate to a consulting environment.
6. High level of analytical, research and problem solving skills.
7. Knowledge of and 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.