**Role Description**

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| **Principal Employee Relations Advisor** |
| **Classification** | AO7 | **Salary Range** | $129, 468 – $138, 789 per annum |
| **Location** | Kedron | **Status** | Permanent Flexible Full-Time |
| **Work Unit/****Branch/District** | Industrial & Employee Relations Unit, Human Resources Branch | **Division/****Region** | Corporate & Statewide Services |
| **Contact Name & Position** | Jennifer Gribaudo - Executive Manager, Employee Relations | **Contact Details** | (07) 3635 3044 |

**Queensland Ambulance Service**

The Queensland Ambulance Service (QAS) is a division of the Department of Health. The Department of Health’s purpose is to provide safe, sustainable, efficient, quality and responsive health services for all Queenslanders.

The QAS provides ambulance response services including pre-hospital patient care and related services across Queensland. The QAS aims to improve the health, safety and wellbeing of individuals and the community, by continuing to strive for excellence through innovation.



To find out more about our organisation, please refer to the QAS Applicant Information Kit or visit [www.ambulance.qld.gov.au](http://www.ambulance.qld.gov.au) or [www.health.qld.gov.au](http://www.health.qld.gov.au).

**Purpose of the role**

The Principal Employee Relations Advisor provides employee and industrial relations advisory and support services to the QAS statewide (both head office and regional staff), and other key stakeholders. The role manages industrial disputes (including the prevention of potential disputes), plays a lead role with enterprise bargaining processes, and undertakes case management of discipline matters.

**Key responsibilities**

* Provide authoritative employee relations advisory and support services, including delivering critical and sensitive advice on significant and/or complex issues.
* Manage complex and substantial misconduct, investigation and discipline matters, performance management and employee complaints to government standards.
* Prepare and deliver advocacy on behalf of the QAS in proceedings before the Queensland Industrial Relations Commission (QIRC) and other tribunals.
* Represent the QAS in various industrial forums and committees, and in negotiations with industrial organisations, to achieve the best possible outcomes for the QAS.
* Identify and respond to new and emerging employee relations issues and advise on the longer-term implications for the QAS and Regions.
* Provide professional leadership and support in the implementation of whole of government employee relations policy and initiatives across the QAS statewide.
* Develop, implement, and apply best practice employee relations strategies, frameworks and tools that support the strategic objectives of the QAS and Queensland Health.
* Undertake research and analysis of high-level reports, decisions and recommendations relating to critical employee relations matters affecting the QAS.
* As a leader, actively demonstrate and promote the QAS’s approach of zero tolerance towards violence and commit to supporting those affected by domestic and family violence in accordance with QAS policies and mechanisms. Model and influence a workplace culture of gender equality, respectful relationships, diversity, inclusion, employee safety and support.
* Fulfil the responsibilities of this role in accordance with Queensland Public Service and QAS values.

**Basis for selection**

We are seeking applicants who, within the context of the role responsibilities, possess the following key attributes:

* Demonstrated high level end-to-end case management experience with substantial capability managing misconduct and discipline matters, performance management and employee complaints.
* Demonstrated record of achievement in providing high level advisory and support services to senior leaders on contemporary industrial and employee relations matters, including legislative frameworks, policy issues and developments, trends and emerging issues, at both state and federal level within the public sector.
* High level skills in the preparation and management of all aspects of industrial disputes, demonstrated through advocacy, negotiation and persuasion skills, and an in-depth knowledge of QIRC rules and procedures.
* Demonstrated capability in applying high level innovative and analytical problem-solving skills to generate effective solutions and options, with a flexible and agile approach in a complex, rapidly changing and sensitive environment.
* Proven ability to negotiate and influence others to achieve organisational objectives and high-level capability in building productive relationships with clients and a diverse range of stakeholders.
* Highly developed communication and oral presentation skills, including the ability to write concise, high-quality reports, briefs and correspondence.

**Mandatory/Special conditions/Other requirements**

The following mandatory requirements, special conditions and/or other requirements apply to this role:

* Whilst not mandatory, a recognised qualification in human resources, law or business will be highly regarded.

**How to apply**

Please provide the following information for initial assessment of your suitability:

1. **Your current résumé** (including a comprehensive employment history with functions or roles performed, dates of employment, major achievements or awards, and tertiary qualifications). **All attachments for online or email applications must be in PDF or Microsoft Word format.**
2. **A two (2) page statement** outlining your suitability for this position, which should include examples and outcomes achieved to demonstrate your suitability for the role. It is a requirement of the selection process that your statement **not exceed two (2) pages in length**.

Applications can be submitted online via the Queensland Government Smart jobs and careers website at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au/).

**Please refer to the QAS Applicant Information Kit for information about submitting your application, late applications, withdrawing your application and changing your details.**

**Employment screening**

Pre-employment screening, including criminal and discipline history and clinical practice checks, may be undertaken on persons recommended for employment. The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment. In addition, any factors which could prevent the recommended applicant complying with the requirements of the role are to be declared.

Roles providing health, counselling, and support services mainly to children will require a Blue Card, unless otherwise exempt. Please refer to the Pre-Employment Checks section within the QAS Applicant Information Kit for further details about employment screening and other employment requirements.

**External Applicants**

For information on the documentation that may be required from an external applicant please refer to the Pre-Employment Checks section within the QAS Applicant Information Kit.

**Additional information**

* The role reports to the Executive Manager, Employee Relations.
* The QAS is committed to maintaining a culture that builds respect, fosters inclusiveness, promotes flexible work arrangements and embraces the unique and diverse qualities of our workforce.
* The QAS stands firm in its position and has zero tolerance for inappropriate workplace behaviour. The [QAS RESPECT](https://www.ambulance.qld.gov.au/respect.html) initiative is designed to foster and promote a culture where employees at all levels feel empowered to ‘step up’ and ‘stamp out’ inappropriate workplace behaviour and provide a positive and safe workplace for everyone.
* The QAS has zero tolerance for child abuse, neglect, and harm, and is committed to ensuring the safety and wellbeing of all children and young people. All employees, volunteers, and service providers in the QAS and Queensland Health system have a responsibility to respect and promote the rights of children and young people.
* The QAS applies the [Public Service Commission’s Leadership Competencies for Queensland](https://www.forgov.qld.gov.au/leadership-competencies-queensland) by empowering all leadership levels to deliver high-performing, innovative and future-focused services, making a positive difference to all Queenslanders.
* A mobile, flexible and agile workforce supports service delivery and employee development. You may seek or may be required to work in alternative locations or undertake alternative duties on a temporary or permanent basis.
* Applications will remain current for a period of up to 12 months and may be considered for other vacancies (identical or similar) which may include an alternative employment status (e.g. temporary, full-time or part-time).
* Within one month of commencing employment, the successful applicant is required to disclose any employment as a lobbyist in the preceding two years.
* The incumbent may be required to undertake other duties not listed in the key responsibilities, under the direction of the relevant accountable manager.
* Further information about the QAS and applying for a job can be found in the QAS Applicant Information Kit which is included as an attachment in the job advertisement.