



ASO8 Principal Industrial Advisor Workplace Relations Branch People, Culture and Wellbeing Service

ORGANISATIONAL OVERVIEW

South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24 hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

POSITION OVERVIEW

Summary

SAPOL's People, Culture and Wellbeing Service provides a holistic approach to the future development of our people and the organisation. Through strategic leadership and direction, People, Culture and Wellbeing will ensure our employees are skilled and supported to deliver a more efficient and effective service to the community. This will be achieved by increasing support to the frontline, ensuring the right people are in the right roles, developing talent pools and pipelines, delivering programs and strategies to foster highly effective leaders as well as providing collaborative business partnerships. Recognising that the capability of our workforce is dependent on the physical and mental health of all its members, People Culture and Wellbeing will deliver programs which provide an all-inclusive approach and promote every aspect of health and wellbeing.

The Workplace Relations Branch provides education, industrial advice and assistance to management and employees to foster harmonious workplace relations and compliance with legislation, awards and industrial agreements.

The Principal Industrial Advisor is responsible for managing workplace relations functions and delivering high-level strategic industrial and workplace relations advice across SAPOL. The

Service

Integrity

Leadership

Collaboration

Courage

Respect



role provides expert guidance on industrial risk in the development, implementation and evaluation of workplace policies, procedures and projects, and works collaboratively with stakeholders to support the planning and delivery of employee transition and organisational change initiatives, with a strong focus on effective consultation. In addition, the position leads sensitive industrial negotiations with key stakeholders, including registered organisations, staff and senior management.

Special Conditions

Work Status	The incumbent must hold a current Australian work eligibility status and will be subject to a criminal history check. The incumbent may be assigned to other duties at this remuneration level or equivalent.
Location	Adelaide CBD.
Qualifications	Nil.
Out of Hours Work	Nil.
Travel	Some intrastate and interstate travel may be required.
Performance Management	The incumbent is required to participate in SAPOL’s iEngage program.

Reporting / Working Relationships

The Principal Industrial Advisor is accountable to the Officer in Charge, Workplace Relations Branch and is required to work closely with other members within the Branch. The role works in collaboration with Executive and Line Managers across all areas of SAPOL and external stakeholders such as the Crown Solicitors Office and Employee Associations.

KEY OUTCOMES

- Promote high-quality workplace and collaborative relationships between employees, management, and employee associations.
- Serve as a strategic partner while providing guidance, training, and recommendations on industrial matters, including the interpretation of industrial instruments.
- Support strategic negotiations and ongoing labour relations through existing bargaining groups.
- Represent SAPOL at the South Australian Employment Tribunal and other review bodies.
- Mediate and conciliate complex industrial matters and claims including negotiating timely and fiscally responsible agreements.
- Report to Executive on workplace relations, trends, risks and initiatives.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Industrial Relations Experience - utilise experience in dealing with legislation and industrial instruments that govern human resources, wellbeing and safety, and industrial relations within State Government and in providing representation in the relevant dispute forums.
- Accountability and Decision Making – take responsibility for and demonstrate justifiable rationale for actions and decisions. Make decision within area of responsibility, evaluate all available information and act in accordance with organisational policy and values.

- Strategic Thinking – develop courses of action through strategic planning, risk assessment and problem solving in line with SAPOL’s vision.
- Strategic Advice – ability to provide conceptual and strategic advice to stakeholders using high level writing skills to produce quality briefings and other written communications.
- Negotiating and Stakeholder Consultation for industrial matters – analyse complex situations and engage in integrative negotiations; acting impartially and using influence to effectively mediate conflict and devise a workable solution.

Desirable Characteristics

- Hold a tertiary qualification in Law, Industrial Relations, Human Resource Management or a related discipline.

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Actively contribute to SAPOL’s commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines.