

WORKPLACE RELATIONS ADVISER (ANZSCO Code: 223113)

The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.

Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education and Training.

The employment assessment involves determining the skill level and relevance of the tasks undertaken. Integrity checks may be conducted to verify the qualification and employment claims made in an application.

Job description

Workplace Relations Advisers assist in resolving disputes by advising on workplace relations policies and problems, and representing industrial, commercial, union, employer or other parties in negotiations on rates of pay and conditions of employment.

Alternative title:

- Employment Relations Officer

Specialisations:

- Industrial Relations Officer
- Trade Union Official
- Union Organiser

Occupations not considered under this ANZSCO code:

- Human Resource Adviser
- Recruitment Consultant

These occupations are classified elsewhere in ANZSCO.

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Requirements for Skills Assessment

Workplace Relations Adviser is a VETASSESS Group B occupation.

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Bachelor degree or higher degree, in a field highly relevant to the nominated occupation. In addition to this, applicants must have undertaken at least one year of post-qualification employment at an appropriate skill level in the last five years which is highly relevant to the nominated occupation. If employment is not post-qualification, then five additional years of highly relevant employment are required.

If the degree is not in a highly relevant field, three years of employment at an appropriate skill level completed in the last five years in a field which is highly relevant to the nominated occupation is required. This is reduced to two years if there is an additional qualification at least at AQF Diploma level in a highly relevant field.

If employment is not post-qualification, then five additional years of relevant employment are required. This is in addition to one year of highly relevant employment within the past five years.

A positive assessment of both qualifications and employment is required for a positive Skills Assessment Outcome.

Qualification

AQF Bachelor degree or higher degree*

Highly relevant major fields of study include:

- Human Resource Management/Strategy
- Industrial Relations
- Change Management

*This includes qualifications assessed at AQF Bachelor, Master and Doctoral level.

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Employment

Highly relevant tasks include, but are not limited to:

- undertaking negotiations on terms and conditions of employment, and examining and resolving disputes and grievances
- studying and interpreting legislation, awards, collective agreements and employment contracts, wage payment systems and dispute settlement procedures
- developing, planning and formulating enterprise agreements or collective contracts such as productivity-based wage adjustment procedures, workplace relations policies and programs, and procedures for their implementation
- overseeing the formation and conduct of workplace consultative committees and employee participation

Additional tasks may include:

- managing change, managing diversity and inclusion, and supporting organisational development initiatives
- undertaking or assisting in the development, planning and formulation of employee relations policies, programs and procedures for implementation
- advising on negotiating procedures, regulations relating to employment, and arbitration decisions
- may appear as an advocate before industrial tribunals
- may contribute to decisions concerning the provision of staff amenities
- may develop and review profit share and employee share plans

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Supporting material for assessment

An organisational chart may assist to clarify the focus and responsibility level of positions held, as well as the size of the organisation. This should include the company letterhead, an applicant's job position and those of her/his superiors and subordinates, and should also show each of the departments within the organisation.

Applicants may also provide evidence of the following certification:

- AHRI (Australia) <https://www.ahri.com.au/hr-certification/>
- CIPD (UK) <https://www.cipd.co.uk/>
- IHRP (Singapore) <http://ihrp.sg/>

While HR certification from these professional bodies will not substitute for a formal qualification, attainment may be seen as a positive indicator.