



POSITION DESCRIPTION

POSITION TITLE	Policy, Industrial and Workplace Relations Consultant	
REPORTS TO	Manager, School Operations Support	
MAIN PEOPLE INTERACTIONS	INTERNAL Directors Managers Industrial Relations Consultant	EXTERNAL School Staff Funding Agencies and other Education Organisations Legal providers
POSITION PURPOSE	To provide policy advice, consultancy services, support, and professional learning opportunities to member schools to support effective staff management.	
PURPOSE, VALUES AND BEHAVIOURS	<p>PURPOSE</p> <p>To lead, serve and advocate for the WA Independent Schools sector.</p> <p>OUR VALUES</p> <ul style="list-style-type: none"> • Integrity • Service • Equity • Stewardship <p>Integrity – We build trust through honesty and integrity As a member organisation we are committed to honesty, truthfulness and acting in a way that builds trust with our stakeholders.</p> <p>Service – We actively listen, lead, and support our sector We deliver a positive and sustainable service to our members. We are responsive, we listen and lead our sector by offering the best evidence-based programs and services.</p> <p>Equity – We celebrate choice and diversity We encourage a workplace that celebrates and provides equal opportunities for all employees. This equity extends to our members where we advocate for our schools that provide diversity and choice in education for the Western Australian community.</p> <p>Stewardship – We responsibly and ethically manage resources entrusted in our care We promote the importance of independent education through strong stewardship and highlight that it contributes to a diverse choice in education. We seek new opportunities to advocate, deliver new solutions and programs that strengthen independent schools in Western Australia.</p> <p>EXPECTED BEHAVIORS AND ATTITUDES:</p> <ul style="list-style-type: none"> • Actively support AISWA’s Purpose • Comply with AISWA’s Values, Policies, Procedures, and Codes • Adhere to all Health and Safety laws and contribute to a safe and healthy workplace. 	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
Support for schools	<ul style="list-style-type: none"> • Develop, review and update policy and governance guidelines used by schools to create and refine their policies. • Ensure the Policy Portal continues to operate as the foundation of AISWA's registration support offering. • Strengthen school-based capacity, to develop and implement effective policies and procedures. • Oversee AISWA's partnership with chosen external providers. • Respond to email and phone enquiries regarding compliance, WHA, legal, industrial and operational matters. • Conduct virtual and onsite school visits to support staff and governors in preparing for school registration renewal, general compliance requirements, and industrial and legal matters. • Undertake reviews of school constitutions and provide feedback, in consultation with AISWA legal advisors, to improve compliance. • Research and prepare content for <i>Registration and Compliance Focus</i> newsletters. • Plan and facilitate seminars (in-person and online) on relevant topics. • Prepare and deliver presentations for events such as the Registration Seminar, Administrative Leadership training, Board and Governance training and school leadership meetings. • Provide high-quality advice to school leadership on State and Federal employment law. • Offer expert guidance and support to schools on best practice and employment matters. • Advise schools on policy development and legal compliance issues. • Enhance understanding of State and Federal industrial laws and practices within schools. • Provide timely advice to school leadership on changes in legal or industrial legislation affecting schools. • Maintain up-to-date knowledge of industrial relations legislation at both State and Federal levels. • Guide and support schools through enterprise agreement negotiations. • Assist in drafting enterprise agreement (EBA) clauses that deliver favourable outcomes for schools. • Build strong professional relationships with Board Chairs, Principals, and other sector leaders. • Alert AISWA leadership to matters that may have serious implications for member schools.
Stakeholder engagement	<ul style="list-style-type: none"> • Represent AISWA and its member schools on external committees as required. • Establish and maintain relationships with key organisations (e.g., ASC, SCEA, CEWA, AISA, NGSR). • Collaborate across AISWA teams to ensure accurate and timely advice is provided to schools. • Develop and disseminate communications and resource materials to stakeholders.

Other	<ul style="list-style-type: none"> • Perform other duties as assigned by the Director.
Position Selection Criteria	<ul style="list-style-type: none"> • Demonstrated leadership in policy development, governance, and compliance in education settings. • Comprehensive knowledge and understanding of the Western Australian Industrial Relations system and the Fair Work Commission. • Knowledge of State and National Legislation, WA Registration Standards, Child Safe/Privacy obligations, and school governance practices. • Ability to triage requests and meet deadlines. • Exceptional verbal and written communication skills, including experience in consultation and collaboration with diverse groups. • Strong project initiation, planning, and management skills. • Ability to work both independently and collaboratively as part of a team. • Experience working in school or educational settings, with an emphasis on culturally responsive practices. • Ability to plan and deliver engaging multimodal professional learning to diverse audiences. • Strong interpersonal skills with the ability to engage effectively with a wide range of stakeholders. • Competency in creating high-quality resources, including online content. • Proven ability to plan and execute projects collaboratively with internal and external partners. • Demonstrated conceptual and analytical skills to address complex and strategic challenges.
Qualifications	<ul style="list-style-type: none"> • A relevant degree in Industrial Relations, Human Resources or Law is essential. • Postgraduate or master's degree specialising in Industrial Relations or Law is desirable. • Current Working with Children Check. • Current National Police Clearance. • Current 'C Class Driver's License and access to a vehicle for business use, as required.