



POSITION DESCRIPTION

POSITION TITLE	Policy, Industrial and Workplace Relations Consultant	
REPORTS TO	Manager, School Operations Support	
MAIN PEOPLE INTERACTIONS	INTERNAL Directors Managers AISWA staff and Consultants	EXTERNAL Leadership teams, Principals, Boards and Board Chairs Legal providers Partner support services
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"> • Respond to email and phone enquiries regarding compliance, WHS, 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. • Research and prepare content for <i>Registration, Industrial Relations and Compliance Focus</i> newsletters. • Plan and facilitate seminars (in-person and online) on relevant Industrial Relations and school compliance topics. • Prepare and deliver presentations for events such as Governance Seminars and Registration Seminars, 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. • Strengthen school-based capacity, to develop and implement effective policies and procedures. • Enhance understanding of State and Federal industrial laws and practices within schools. • Provide timely and high-quality 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 schools involved in enterprise agreement negotiations when requested. • Assist in drafting enterprise agreement (EBA) clauses (helping schools draft clauses that they wish to include) for schools. • Build strong professional relationships with 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 etc.). • Collaborate across AISWA teams to ensure accurate and timely advice is provided to schools. • Develop and disseminate communications and resource materials to stakeholders, e.g., AISWA Newsletters.
Other	<ul style="list-style-type: none"> • Perform other duties as assigned by the Director.
Position Selection Criteria	<ul style="list-style-type: none"> • Knowledge and understanding of the Western Australian Industrial Relations system and the Fair Work Commission. • Demonstrated strategic thinking and leadership capability. • 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.

	<ul style="list-style-type: none"> • Proven experience in Policy, Industrial Relations and/or the Legal profession. • Experience working in school or educational settings, with an emphasis on culturally responsive practices. • Understanding of the breadth and diversity of Independent Schooling in Western Australia. • 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. • 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 or a related discipline. • Postgraduate or Master degree specialising in Industrial Relations or Law is desirable. • Current Working with Children Check. • Current National Police Clearance. • Current Driver's License and access to a vehicle for business use, as required.