

POSITION DESCRIPTION

ROLE:	Contracts and Compliance Adviser – National (exp Qld)
ROLE PURPOSE:	To provide support for member's business and operational functions including business compliance, industrial relations and employment, licensing, contracting and WH&S.
WHAT DOES THE ROLE DO:	<p>The Contracts and Compliance Adviser:</p> <ul style="list-style-type: none"> • Provides accurate advice to members on contracting and compliance issues. • Provides advice to members on workplace relations issues including termination of employment, dispute resolution and enterprise bargaining. • Provides assistance with lobbying and responding to government regulation reforms and activity.
HOW IS THE ROLE DONE:	<ul style="list-style-type: none"> • Provide members with timely, accurate and commercially realistic advice on contracting and compliance in the residential building industry including: <ul style="list-style-type: none"> ○ Industrial relations issues including termination of employment and award compliance. ○ Advising on the operation of standard form contracts in the building industry. ○ Assisting members with disputes over payments, contract performance and quality of work. ○ Compliance issues re Workers Compensation, Long Service Leave, Tax. ○ Trade contractor and licensing enquiries. ○ Workplace health and safety obligations. • Present at seminars and information sessions including trade nights and trade breakfasts (may include some regional travel). • Identify and report on regional issues which will impact on members or HIA. • Prepare reports, articles, newsletters and information sheets. • Liaise with and work closely with the national workplace services team and provide assistance for other regions as directed. • Other duties or tasks as directed by the Executive Director – WA and/or Policy and Compliance Manager – WA/SA.
KEY ACCOUNTABILITIES:	<ul style="list-style-type: none"> • Responding to member questions and requests for assistance within a reasonable time. • Successfully presenting at training courses, information sessions and seminars. • Preparing information sheets and similar documents within required times.
ATTRIBUTES & EXPERIENCE:	<ul style="list-style-type: none"> • Experience/ proven ability in giving legal and/or workplace relations advice. • Sound knowledge of legal principles and relevant industrial relations, contractual and regulatory issues affecting the building industry. • Ability to communicate, advise and present. • Ability to problem solve and deal with challenging situations.

	<ul style="list-style-type: none"> • Ability to work independently or with minimal supervision. • Ability to work as part of a team across a range of disciplines. • Tertiary qualifications in law, industrial relations or a related discipline (or the demonstrated equivalent experience in a similar role).
REPORTING:	Policy and Compliance Manager - WA/SA
KEY RELATIONSHIP:	<p>Executive Director – WA</p> <p>Deputy Executive Director - WA</p> <p>Policy and Compliance Manager - WA/SA</p> <p>Senior Executive Director – Compliance and Workplace Relations</p>