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|------------------------------|---------------------------------------------------------------------------------|------------------------|--------------------|
| <b>Position Title:</b>       | <b>Senior IR and Workforce Strategy Advisor</b>                                 | <b>Position No:</b>    | <b>CP04</b>        |
| <b>Group:</b>                | Corporate Services                                                              | <b>Service Area</b>    | People and Culture |
| <b>Classification Level:</b> | Management / SME                                                                |                        |                    |
| <b>Reports to:</b>           | People and Culture Manager                                                      | <b>Direct Reports:</b> | Nil                |
| <b>Special Measures:</b>     | Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Positions |                        |                    |
| <b>Location:</b>             | Darwin                                                                          | <b>Date Approved:</b>  | October 2025       |

## POSITION OVERVIEW

The Senior IR & Workforce Strategy Advisor is a key strategic support role within the People & Culture team, providing expert advice and project-based leadership across a range of complex employee and industrial relations matters. Reporting to the People & Culture Manager, the role contributes to critical workforce priorities including enterprise bargaining, remuneration and job evaluation frameworks, gender equity, policy reform, and complex psychological injury and workers' compensation claims.

The position also plays a critical subject matter expert (SME) role, coaching and supporting workplace relations staff to improve quality, consistency, and alignment with evolving legal, cultural and organisational expectations. This position supports NLC's broader transformation and regionalisation strategy by embedding contemporary, consistent and culturally responsive industrial relations practices across all regions.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

### LEADERSHIP

- Provide subject matter expertise (SME) and strategic guidance on industrial relations, enterprise agreements, performance, remuneration, and workplace conduct matters.
- Support uplift and consistency in workplace relations practice by coaching and mentoring IR/WR staff, without assuming formal supervisory responsibilities.
- Champion culturally safe and values-based approaches to workplace resolution, policy, and reform.
- Contribute technical advice to internal working groups, policy reviews and workforce transformation projects.
- Embed principles of gender equity, transparency and procedural fairness into EA design and people practices.

### STAKEHOLDER ENGAGEMENT AND TRANSFORMATION SUPPORT

- Maintain trusted relationships with internal and external stakeholders including the P&C Manager, senior leaders, unions, APS agencies, legal counsel and regional offices.
- Act as a senior advisor in enterprise agreement planning and workforce change processes.
- Provide advice on cultural, legislative and procedural issues affecting IR/WR in remote and regional contexts.
- Contribute to the People & Culture Business Plan and support implementation of strategic reforms aligned with regionalisation and workforce capability uplift.

### SERVICE DELIVERY -



- Provide high-level advice and hands-on support across the full lifecycle of enterprise agreement (EA) planning, negotiation and implementation.
- Lead or support projects focused on remuneration strategy, job evaluation, classification consistency and equity.
- Contribute to the development and review of policies and procedures relating to performance, misconduct, consultation, and conduct management.
- Provide advice on and assist with case management of complex psychological injury and workers' compensation matters under the COMCARE scheme, including claim strategy, early intervention, and return-to-work planning.
- Support the management of high-risk grievances, disputes or misconduct matters, ensuring alignment with legislation, EA terms and procedural fairness.
- Quality-assure case documentation, templates or advice drafted by WR staff, ensuring consistency with law and organisational policy.
- Monitor changes in relevant legislation and advise on implications for IR strategy, compliance and people management frameworks.
- Ensure policy, practice and advice comply with Fair Work Act, NES, WHS, anti-discrimination and other employment-related legislation.
- Assist in the development of internal compliance tools such as risk registers, audit templates, and dashboards for IR practice and claims.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner.
- Actively promote workplace health and safety principles and contribute to maintaining a safe and inclusive work environment.

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## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Expertise in employee and industrial relations at a senior advisory or technical level, with experience managing or supporting enterprise bargaining, policy reform, remuneration and job evaluation projects.
- In-depth knowledge of employment legislation including the Fair Work Act, WHS laws, anti-discrimination provisions, and workers' compensation (including COMCARE).
- Proven ability to lead or support complex IR matters including enterprise agreements, psychological claims, grievance resolution, or high-risk disputes.
- Skilled in uplifting internal capability, mentoring others and providing quality assurance to workplace relations outputs.
- Exceptional written and verbal communication skills, with the ability to produce clear, accessible documents for diverse audiences.
- Strong professional integrity and judgement, especially when managing sensitive issues or representing the organisation in technical IR matters.
- Ability to engage respectfully and effectively in Aboriginal and Torres Strait Islander workforce contexts, including regional and remote communities.
- Capacity to manage multiple priorities in a dynamic, complex organisational environment.
- Current NT driver's licence and willingness to travel within the NLC region.

### DESIRABLE REQUIREMENTS

- Degree-level qualifications in Human Resources, Law, Industrial Relations or a related field.
- Experience in Aboriginal-controlled or government environments.
- Familiarity with COMCARE and psychological injury claims frameworks.
- Experience supporting or implementing gender equity, pay equity or classification reform project