



DEPARTMENT OF PERSONNEL MANAGEMENT

JOB DESCRIPTION**1. IDENTIFICATION**

AGENCY: Personnel Management	SYS.POSITION NO: 1490000065	REF.NO: DPM 04-4
OFFICE Policy Development & Reform	DESIGNATION/CLASSIFICATION Senior Industrial Relations Officer Grade 14	
DIVISION: Industrial & Employment Condition	LOCAL DESIGNATION Senior Industrial Relations Officer	
BRANCH Industrial Relations	REPORTING TO: Manager IR	SYS.POS. REF.NO DPM 04-3
SECTION	LOCATION Central Government Office - Waigani	

HISTORY OF POSITION

DPM FILE NO:	DATE OF VARIATION	DTAILS
	Structure approved dated 29 th March 2016	Refinement of the Structure. No changes in the position number
	2/07/19	Reno, Revised JD

2. PURPOSE

- To maintain regular and consistent dialogue with the public sector unions, PEA being the principal union, and other stakeholders to ensure harmonious Industrial Relations in the Public Service, under the direction of the Manager, Industrial Relations.

3. DIMENSIONS

Must have the following dimension: -

(a) Influence

- Be able to influence or motivate clients, stake holders and share knowledge and ideas and create networks at making strategic friendship and connections.

(b) Leadership

- Must thrive on working through other people (industrial unions and stake holders) to reach the goal. Be a team player.

4. PRINCIPLE ACCOUNTABILITIES

- Up to date record of signed Public Sector Industrial Awards and Agreements with scheduled dates of their signing and expiry.
- Timely coordination of meetings and negotiations between the government and public sector unions and employee associations in relation to the log of claims and enquiries over improvements to terms and conditions of employment.
- Timely responses to submissions from Departments, Public Sector Unions, Employee Associations and Government Agencies on Industrial and Employment related matters.
- Reliable and sound advice to stakeholders on behalf of the government on the procedures and processes in relation to government policy on dispute management

5. MAJOR

- Maintain a register of all the signed Industrial Awards and Agreements in the public sector where Department of Personnel Management is involved in the negotiation and finalization of the agreements. In administering this, maintain regular communication with the Office of the Industrial Registrar.

- Whenever required, assist the Manager – Industrial Relations and Executive Manager I&EC in the preparation of negotiation strategies and scheduling of meetings and analyzing of log of claims, and preparation of relevant notes on the main issues of the submitted claims. Prepare and develop checklists of tasks to be undertaken with timeframes on submissions or log of claims from unions and government agencies.
- Provide sound advice to client agencies on matters related to industrial relations and other general and important queries on terms and conditions of employment in the public service. In addition to these, monitor and supervise the work and performance of subordinate staff.

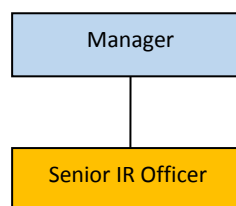
6. NATURE AND SCOPE

- The job involves reviews and re-negotiations of industrial agreements with industrial unions.

6.1. WORKING RELATIONSHIP

(a) Internal

- Reports directly to Manager – Industrial Relations.
- Communicate with officer within the Industrial & Employment Condition.
- Communicate with other officers of other divisions and branches of the department (DPM).



(b) External

- Communicates with Public Sector Unions Officials through the Manager IR.
- Communicates with HR Managers and line Officers in line departments and Provincial Administrations.

6.2 WORKING ENVIRONMENT

- The job is technical and its located within the Division of Industrial & Employment Condition of the Policy Development and Reform Wing.

7. CONSTRAINTS, FRAMEWORK AND BOUNDARIES

- The job operates within the Industrial & Employment Condition Division and is in the Policy Development and Reform Wing. The position holder provides advices based on policy process and procedures as laid down under the Public Service (Management) Act, the General Orders and other relevant legislations.
- Only make recommendations for Secretary's decision.

8. CHALLENGES

- To maintain harmonious industrial relations in the Public Sector Organizations at all levels.

9. QUALIFICATION, EXPERIENCE AND SKILLS

- A Degree, in Human Resource Management and other related social science disciplines such as Public Administration from a recognized University.

KNOWLEDGE

Must possess a high level of: -

Public Service (Management) Act
Public Service General Orders
Public Finance (Management) Act
Industrial Relations Act
Industrial Organizations Act
Public Service Conciliation and Arbitration Act
Teaching Service Conciliation and Arbitration Act
Other relevant Legislations

SKILLS

- Communication skills (oral & written)
- Conflict-resolution skills
- Negotiation skills
- Research and Analytical skills
- Interview skills

- Managerial/Leadership skills
- Computing

WORK EXPERIENCE

- Five (5) years experience in Human Resource Management and in particular Industrial Relations and three (3) years of supervisory experience.