

EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

SENATE LEGISLATION COMMITTEE - QUESTIONS ON NOTICE 2008-09 BUDGET ESTIMATES HEARING

Outcome *Australian Industrial Registry*

DEEWR Question No. EW620-09

Senator Fisher asked on 3 June 2008, EEWHR Hansard page 43.

Question

In terms of the 11 members that are part of the award modernisation project team, can you identify on notice not who they are but their classifications and their job description?

Answer

The Australian Industrial Registry has provided the following response.

The Award Modernisation Project Team is currently comprised of:

- 1 * EL2 (Manager)
- 1 * EL1 (Assistant Manager)
- 3 * AP6 (Team Leader)
- 1 * AP5 (Team Member)
- 5 * AP4 (Team Member)

The duties of the positions are:

EL2 – Manager Award Modernisation Project Team

- Manage the administrative process to create modern awards by providing a high level of support to the President, Panel Heads and Full Benches of the Australian Industrial Relations Commission (AIRC).
- Manage the day to day activities of the Award Modernisation Project (the Project) Team.
- Develop policy, systems and procedures associated with the Project.
- Prepare reports and briefings on issues and progress to the President, Panel Heads and senior management of the Registry.
- Develop and maintain resource material, including a guide to drafting modern awards.
- Develop and maintain a database to ensure all awards and Notional Agreements Preserving State Awards are considered in the Project.
- Liaise with internal and external stakeholders on issues relating to the award modernisation process.
- Implement Registry policies in relation to team planning, performance management, staff development and APS values.

EL1 – Assistant Manager

- Provide advice and assistance to the President and Panel Heads in relation to the Award Modernisation Project (the Project).
- Assist in the strategic management of the Project.
- Develop policy, systems and procedures associated with the Project.
- Prepare regular statistics and progress reports on the Project.
- Develop and maintain resource material including a guide to drafting modern awards.

- Develop and maintain a database to ensure all awards and Notional Agreements Preserving State Awards are considered in the Project.
- Provide advice to other team members on more complex issues including checking spreadsheets.
- Supervise the activities of a small team, as required.
- Implement Registry policies in relation to team planning, performance management, staff development and APS values.

AP6 – Team Leader

- Supervise the activities of a small team of research staff.
- Provide assistance to team members in the analysis of awards, particularly in more complex matters.
- Provide high quality information and research to the President and Panel Heads.
- Prepare regular statistics and progress reports on the Award Modernisation Project (the Project) and assist with team planning activities.
- Assist in the development and maintenance of resource material including a guide to drafting modern awards.
- Contribute to the development of the award modernisation section of the Australian Industrial Relations Commission website.
- Assist in the development and maintenance of a database to ensure all awards and Notional Agreements Preserving State Awards are considered in the Project.
- Conduct training for team members and other Registry staff in relation to the Project.
- Implement Registry policies in relation to team planning, performance management, staff development and APS values.

AP5 – Team Member

- Conduct training and prepare associated procedures for team members and other Registry staff in relation to the work of the Award Modernisation Project (the Project) Team.
- Assist in the maintenance of a database to ensure all federal awards and Notional Agreements Preserving State Awards are considered in the Project.
- Assist with the quality control of research and analysis undertaken by the team.
- Undertake analysis of awards, comparing award provisions within specified industries to assess commonality and differences.
- Enter and check data in complex Excel spreadsheets used as a basis to create a database of award information.
- Format draft awards in accordance with guidelines approved by the Australian Industrial Relations Commission (the AIRC) President.
- Assist in maintaining the award modernisation section of the AIRC website.
- Other administrative duties as directed.

AP4 -Team Member

- Undertake analysis of awards, comparing award provisions within specified industries to assess commonality and differences.
- Enter and check data in complex Excel spreadsheets being used to create a database of award information.
- Prepare research papers on specific issues.
- Check the content of draft modern awards to ensure that the drafts comply with the legislation and precedent set by Full Benches of the Australian Industrial Relations Commission (AIRC).
- Format draft awards in accordance with guidelines approved by the AIRC President.
- Assist in maintaining the award modernisation section of the AIRC website.
- Other administrative duties as directed.