



# Live Performance Australia

## Position Description

Position title: Workplace Relations Advisor

Date: October 2019

Location: Level 1, 15-17 Queen Street, Melbourne

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## 1. ABOUT LIVE PERFORMANCE AUSTRALIA

Live Performance Australia is the peak body for Australia's live performance industry. Established over 100 years ago in 1917 and registered as an employers' association under the *Fair Work (Registered Organisations) Act 2009*, LPA has over 400 members nationally.

LPA has a broad membership that covers all performing art forms (including contemporary and classical music, musical theatre, theatre, comedy, dance, opera, cabaret, and circus/physical theatre) and organisations of all sizes (spanning small-medium organisations and not-for-profit organisations to large commercial entities).

Our Members include: commercial and independent producers, music promoters, performing arts companies, venues (performing arts centres, commercial theatres, stadiums and arenas), arts festivals, music festivals, service providers (such as ticketing companies and technical suppliers), independent cinemas and exhibition providers.

LPA has a clear mandate to advocate for and support policy decisions that benefit the sustainability and growth of the live performance industry in Australia.

LPA also presents the annual Helpmann Awards to celebrate and recognise distinguished artistic achievement and excellence across Australia's vibrant live performance industry.

LPA is the trading name of the Australian Entertainment Industry Association (AEIA).

## 2. ABOUT LPA'S WORKPLACE RELATIONS TEAM

The Workplace Relations team is here to help our Members navigate the complexities of the workplace regulatory environment. This includes ensuring Members understand their obligations under workplace relations legislation, including the *Fair Work Act 2009* and its National Employment Standards.

We provide information and advice in relation to the:

- Live performance industry
- Exhibition industry
- Cinema industry

On a range of workplace relations issues including:

- Annual leave
- Child employment
- Child safety
- Disciplinary matters
- Education and training
- Enterprise bargaining and agreements
- General protections claims
- Human resource management
- Organisation restructuring
- Parental leave
- Public holidays
- Superannuation
- Recordings
- Terminations and redundancy
- Touring
- Unfair dismissal claims
- Unpaid work and volunteers

We also negotiate industrial agreements on behalf of our Members.

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### 3. POSITION DESCRIPTION

**Reports to:** Director, Workplace Relations

This position works closely with the Immigration Services Coordinator and is required to maintain a good working relationship with LPA staff, Members, industry stakeholders and external service providers.

**Duties and responsibilities:**

Work with the Director, Workplace Relations in all aspects of delivering high quality, professional, timely and effectively communicated advice and support to Members.

**a. Advice and Communications**

- i. Provide professional advice to the Director, Workplace Relations and Members on industrial relations issues which may affect the live entertainment industry.
- ii. Provide professional advice to Members on changes to legislation, decisions from the High Court, Federal Court or other Court of competent jurisdiction and the Fair Work Commission, which may affect the live entertainment industry and operations of Members specifically.
- iii. Provide professional advice to Members with regard to industrial legislation and award compliance and interpretation thereof.
- iv. Provide professional advice to Members on contemporary human resources and employee relations issues, including but not limited to organisational change, policies and procedures, disciplinary procedures, employment and retention issues, recruitment practices and performance appraisal issues.
- v. Provide advice to the Director, Workplace Relations on changes to legislation with regard to superannuation, immigration and copyright issues.
- vi. Provide professional advice to Members on the preparation of Contracts of Employment.
- vii. Provide professional advice to Members on Work Health and Safety and Vocational Education and Training.
- viii. Prepare and maintain communications for the Workplace Relations area including EDMs, Newsletters, Guides, the Industrial Award Service and online copy.

**b. Workplace Relations**

Work with the Director, Workplace Relations to:

- i. Represent LPA and Members before both Federal and State Industrial Relations Commissions on all industrial relations matters.
- ii. Negotiate on behalf of LPA workplace agreements with unions and participate where appropriate in negotiations on behalf of Members.
- iii. Provide professional advice on the interpretation of legislation, principally the Commonwealth *Fair Work Act 2009*, State Industrial Relations Acts, State and Territory Long Service Leave Acts, Work Health and Safety and Workers' Compensation Acts, Superannuation Guarantee Legislation, Copyright law, Migration Act and Regulations and other Acts as required.

- iv. Develop and prepare policy documents and government submissions with regard to workplace relations issues pertaining to the live entertainment industry.
- v. Maintain the LPA industrial framework and ensure that Members are kept up to date on all changes to Awards that may affect their operations.

**c. Immigration**

- i. Provide professional support to Members with regard to entertainment visas and importation of international artists.
- ii. Work in conjunction with the Immigration Services Coordinator, to ensure that: services are provided efficiently; thorough records are maintained regarding visa applications and the number of personnel being imported; union consultations are executed smoothly; and that any issues are raised with the Director, Workplace Relations in a timely manner.
- iii. Undertake the duties of the Immigration Services Coordinator when required i.e. leave or when there is a high volume of applications to process.

**d. General**

- i. Provide regular reports regarding work in progress and deadlines.
- ii. Other duties as directed.

## **4. KEY SELECTION CRITERIA**

1. At least 2 - 5 years' professional experience in a Workplace Relations/Human Resources role or similar.
2. Working knowledge of the Australian industrial relations environment.
3. Demonstrated ability to interpret industrial relations legislation, awards and contracts.
4. Well-developed organisation skills and the ability to work simultaneously on multiple tasks independently with a strong service orientation. Able to complete tasks within a required timeframe and to a high standard.
5. Highly developed written and verbal communication skills, with strong attention to detail and the demonstrated ability to communicate effectively across a range of personnel, including Executive Councillors, Members, and Government agencies.
6. High-level computer skills, online literacy - including proficiency with Microsoft Office, particularly Word and Excel and web-based skills.

### **Desired experience/qualifications**

- Tertiary qualification in workplace relations, human resources or law.
- Knowledge of industrial relations in the live performance industry.
- Knowledge of and passion for Australia's live entertainment and performing arts industry.
- The ideal candidate is also someone who is an enthusiastic, friendly team player.