



Live Performance Australia

Position Description

Position title: Workplace Relations Advisor

Employment status: Full-time

Remuneration: \$100,000 to \$120,000 plus superannuation

Date: October 2023

Location: Level 1, 15-17 Queen Street, Melbourne
(Hybrid)

1. ABOUT LIVE PERFORMANCE AUSTRALIA

Live Performance Australia (LPA) is the peak body and industrial and professional organisation for Australia's live performance industry. Established over 100 years ago in 1917, LPA has over 400 members nationally. LPA is the trading name of the Australian Entertainment Industry Association (AEIA), a registered employer organisation under the *Fair Work (Registered Organisations) Act 2009*.

LPA has a broad membership that covers all performing art forms (including contemporary and classical music, music and arts festivals, 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 companies.

LPA advocates for and supports policy decisions that benefit the sustainability and growth of the live performance industry in Australia.

As part of our values, LPA seeks to attract and retain the best employees as well as form strong relationships with our Members and external stakeholders. We're committed to fostering an inclusive environment free from discrimination where diversity is celebrated.

2. ABOUT LPA'S WORKPLACE RELATIONS TEAM

The Workplace Relations team helps 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 National Employment Standards.

We provide information and advice in relation to the live performance industry, exhibition industry and cinema industry.

Key workplace relations issues covered include:

- Annual leave
- Child employment
- Disciplinary matters
- Education and training
- Employment contracts
- Enterprise bargaining and agreements
- General protections' claims
- Immigration
- Modern Award interpretation
- Organisation restructuring & redundancy
- Parental leave
- Public holidays
- Superannuation
- Recordings
- Terminations and redundancy
- Touring
- Unfair dismissal claims
- Unpaid work and volunteers
- Work Health and Safety

We also negotiate industrial agreements on behalf of our Members.

3. POSITION DESCRIPTION

Reports to: Director, Workplace Relations

This position works 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 accurate 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 performance and entertainment industry. Including contemporary workplace relations issues, including but not limited to organisational change, policies and procedures, disciplinary procedures, employment and retention issues, and performance management issues.
- ii. Provide professional advice to Members on changes to legislation, decisions from Courts and tribunals, which may affect the live performance and entertainment industry and operations of Members specifically.
- iii. Provide advice to Members and the Director, Workplace Relations in respect of superannuation, immigration and copyright issues.
- iv. Provide professional advice to Members on the preparation of Contracts of Employment.
- v. Provide professional advice to Members on Work Health and Safety.
- vi. Prepare and maintain communications for the Workplace Relations matters.

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 relevant workplace relations legislation, including the *Fair Work Act 2009* (Cth) and the *Fair Work Regulations 2009* (Cth), State Industrial Relations Acts, State and Territory Long Service Leave Acts, Work Health and Safety and Workers' Compensation Acts, Superannuation Guarantee Legislation, *Migration Act 1958* (Cth) and Regulations and other legislation as required.
- iv. Develop and prepare policy documents and government submissions with regard to workplace relations issues.
- v. Maintain the LPA industrial framework and ensure that Members are kept up to date on all changes to modern awards relevant workplace legislation.

c. Immigration

- i. Provide professional support to Members with regard to entertainment visas and importation of international artists.

- ii. Work in conjunction with the Director, Workplace Relations 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.

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 an industrial relations or employment and workplace relations role or similar.
2. Working knowledge of the Australian employment and industrial/workplace relations environment.
3. Demonstrated understanding of, and ability to interpret employment and industrial relations legislation, modern awards and contracts.
4. Highly developed written and verbal communication skills, including:
 - a. the ability to write proficiently in a range of styles and formats;
 - b. attention to detail;
 - c. demonstrated ability to communicate effectively across a range of personnel, including Board Members, Member Companies, and Government agencies.
5. Well-developed organisational skills, including the ability to:
 - a. work simultaneously on multiple tasks independently with a strong service orientation; and
 - b. complete tasks within a required timeframe and to a high standard.
6. High-level computer skills and online literacy.

Desirable experience/qualifications

- Tertiary qualification in law, workplace relations, or human resources.
- Knowledge of contemporary industrial relations issues in the live performance industry.
- Knowledge of and passion for Australia's live entertainment and performing arts industry.

5. APPLY

Please call our Candidate Support Manager Jock Campbell on 0493 545 419 or Associate Director of Legal Recruitment Antonia Ordon on 0490 832 177 or send your CV direct to jock@ablethorpe.com.

All discussions will be in strict confidence and your CV details will not be passed to any third party or prospective employer until instructed by you.

Please note, Ablethorpe has been exclusively engaged by LPA to recruit for this role and any direct applications to LPA will be forwarded to Ablethorpe.