Resume

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## Overview

## I am an experienced and passionate Industrial Relations professional with over 15 years experience. I have developed a strong working relationships with employer associations and unions, other government agencies, along with the many employers and employees that operate in the building and construction industry. I have a real passion for coaching and mentoring of staff, along with representing the agency in a number of forums.

## Proven Abilities

**Industrial Relations** – Comprehensive ability to interpret and apply industrial legislation, including the Fair Work Act 2009, the Building and Construction Industry Improvement Act 2005, collective agreements and awards.

**Investigations** – Excellent investigation skills that have resulted in a number of successful prosecutions through the courts.

**Compliance** – Ability to work with clients to ensure compliance to industrial legislation, nodern awards and agreements.

**Leadership** – High level leadership and.management skills, including the ability to coach and mentor less experienced staff.

**Learning and development** – Well developed content creation and delivery of national training programs.

**Representation** – Excellent representation skills, including Fair Work Australia and Federal Court mediations and conciliations and I have also represented a number of employees in a recent collective agreement negotiation.

## Employment Summary

**2003-2012 Office of the Australian Building and Construction Commissioner**

2007-2012: Assistant Director of Field Operations Victoria 2003-2007: Investigator – Field Operations

**1995-2003 Department of Industrial Relations/Office of Workplace Services**

1998-2003: Workplace Inspector – Victoria/New South Wales

1997-1998: Wageline Team Leader

1995-1997: Wageline Adviser

**1991-1995 Department of Defence**

1992-1995: Customs and Purchasing Officer

1991-1992: Office Traineeship

## Employment History

**August 2003 – May 2012**

**Building Industry Taskforce (BIT) - Office of the Australian Building and Construction Commissioner (ABCC)**

The ABCC is a full service regulator responsible for the compliance and enforcement rof industrial relations legislation that operates for the building and construction industry. It is also responsible for taking action to ensure compliance with the National Code of Practice for the Construction Industry.

**Former position - Assistant Director of Field Operations – Victoria**

**Role overview**

Provide high level strategic advice to all building industry participants including the provision of formal presentations as necessary. Provide strategic direction and advice to investigators, senior ABCC staff and other stakeholders in the building and construction industry. Manage the day to day activities of a high performing investigation work group into allegations of contraventions of workplace laws and adherence to the National Code of Practice in the building and construction industry. Duties include:

* Manage the people and assets associated with the Field Operations team/s to ensure they are effectively directed to the achievement of business outcomes;
* Achievement of KPIs through the monitoring workloads to ensure the appropriate and timely completion of work;
* Ensure regulatory, advisory and related education activities are aligned;
* Undertake a quality assurance role within Field Operations to ensure that good governance procedures are followed;
* Contribute to the development and improvement of ABCC Field Operations procedures and the strategic direction of its activities;
* Develop and maintain internal and external professional networks and collaborative working relationships with relevant stakeholders including government, and building industry employer and employee associations;
* Provide ongoing guidance, support, coaching and training for staff; and
* Monitor and manage the office facilities for which they are responsible.

**Key achievements**

* Following significant procecution activity, I developed a national strategy on how to deal with Right of Entry (ROE) matters.. This involved research, training and education along with the development of policies and procedures. This has resulted in less instances of ROE and a more productive building and construction industry.
* Investigated and succesfully prosecuted a number of parties in relation to the payment of strike pay. This has resulted in a change in industry practice, almost eliminating payment for periods of industrial action in the industry.

## Employment History (cont)

**1995 – August 2003 Department of Industrial Relations, Department of Employment and Workplace Relations, Office of Workplace Services (OWS).**

July 1999 – August 2003

Workplace Inspector (Field) (APS 5 & 6)

Completed investigations to ensure that minimum rights and obligations were observed under federal awards, agreements and the WR Act. From November 2001 to November 2002, I moved to the Sydney Office of OWS and worked in a number of roles including that of a team leader where I was responsible for the supervision of a team of inspectors. During this period I was also a member of the Victorian Seminar program, that consisted of providing detailed presentations on different aspects of the legislation at the time.

May 1998 – July 1999

Workplace Inspector (Office based) (APS 4)

Conducted office based investigations into alleged breaches of federal awards, agreements and the WR Act.

December 1997 – May 1998

Wageline Team Leader (APS 4)

Supervised, led and managed an advisory team within Wageline. This involved assisting team members with more complex telephone and written enquiries and involved the managing of workloads, scheduling rosters and performance management.

1995 – 1997

Wageline Advisor (APS 3)

Provided advice and assistance to employers, employees, employer organisations, union and other organisations with regards to minimum terms and conditions of employment under federal awards, agreements and the WR Act. Also conducted preliminary assessments of claims lodged by employees who appear to have not received their minimum entitlements.

**1991 – 1995 Dept. of Defence**

Office trainee – APS 3

Various positions held including a purchasing officer and customs liaison officer with the RAAF.

## Relevant Qualifications/Education

* June 2011 AIM – Developing High Performance Teams
* November 2010 Graduate Certificate – Public Sector Management
* April, May, July 2010 ABCC Proactive leadership program
* August 2008 AIM – Accelerated Management Program
* May 2007 AIM – Coaching Skills for Team Leaders
* February 2007 AIM – The New Manager
* March 2006 Certificate IV - Government Investigation
* May 2003 DEWR Middle Management Leadership Program
* May 2002 Certificate IV – Workplace Relations
* Feb 2002 DEWR Creative Leadership Program

## Professional affiliations

Current executive committee member of the Industrial Relations Society of Victoria.

Committee member of Fairways and Bunkers Social Golf Club

Playing life member of the Lilydale Football Club

## Referee details

Are available upon request