



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	RETURN TO WORK COORDINATOR/ WHS SUPPORT OFFICER
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 12, 2017 (as amended or replaced)
CLASSIFICATION:	MOA Level 4 (1.0 FTE)
DEPARTMENT / DIVISION:	BUSINESS EXCELLENCE / PEOPLE & CULTURE
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	TEAM LEADER – SAFETY & WELLBEING
DIRECT REPORTS:	NIL
POSITION NUMBER:	001199

POSITION OBJECTIVES:	<ul style="list-style-type: none"> To provide support and advice in relation to workers compensation and non-work related injury/illness To ensure effective liaison with the LGAWCS to facilitate timely claims processing, rehabilitation and return to work and injury management outcomes To ensure compliance with LGAWCS documentation requirements To provide input for improvement opportunities in injury management to enable the reduction of claim numbers and costs and time lost from injuries. To provide sound generalist administration and project support to the WHS team.
VALUES AND BEHAVIOURS:	<p>The commitment required of this position is in accordance with the Leadership Brand Principles and Expectations. These behavioural expectations support the City of Salisbury values:</p> <ul style="list-style-type: none"> By being empathetic; listening to, and understanding their customers and employees. By empowering their staff and the community to be involved, to speak up, make decisions and deliver key outcomes. Through innovation; seizing opportunities, thinking and acting progressively, taking calculated risks and making positive changes.

	<ul style="list-style-type: none"> • Through achievement; setting goals for themselves and with team members, always striving to meet these goals and celebrating the successful outcomes. • By recognising diversity, adapting their style and service delivery to always meet the diverse needs of their employees, customers and the community in which they work.
<p>KEY RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Work within established LGAWCS injury management framework and procedures • Provide advice and support for workers compensation and non-work related injury/illness claims. • Assist the LGA Workers Compensation Scheme to assess and coordinate workers return to work with planning and documentation management. • Work with supervisors and injured workers to ensure appropriate alternate duties and Rehabilitation and Return to Work Plans are in place to prevent re-aggravation. • Work with People and Culture Business Partners to ensure all employment aspects are considered. • Liaise with medical practitioners and health professionals if required. • Ensure relevant injury management notifications are communicated to LGAWCS within set timeframes. • Undertake injury/illness administration including certificate management, data input and claims coordination. • Undertake accurate and timely reporting to inform the organisation in relation to injury management data. • Undertake data analysis to support recommendations as part of the Injury Management continuous improvement process. • Escalate any unresolved issues injury management issues to Team Leader Safety and Wellbeing. • Under direction of the Team Leader Safety and Wellbeing, assist with coordinating wellbeing programs and calendar of events. • Work with WHS team members to coordinate health monitoring, occupational health surveillance and staff immunisation programs. • Assist WHS team members with general WHS and administrative tasks.
<p>WHS RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).

	<ul style="list-style-type: none"> • Comply with requirements of the Equal Opportunity Act 1984, Disability Discrimination Act 1992 (as amended) and all other associated legislation, including the Local Government Act • Report any risks or potential risks identified within Council buildings and facilities and the City. Seek advice from the team leader/manager where they are unsure whether the matter constitutes a risk to Council.
GENERAL RESPONSIBILITIES:	<ul style="list-style-type: none"> • To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures.
COMPETENCIES:	<ul style="list-style-type: none"> • To be determined and written into the individual training plan upon commencement
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> • Previous demonstrated experience working across: <ul style="list-style-type: none"> ○ Injury claims management ○ Rehabilitation and return to work ○ Self-insured environment ○ Prescribed Return to Work Training (course) • Expert knowledge of the Return to Work Legislation. • Working knowledge/understanding of workers compensation in a self-insured environment. • Sound Microsoft Office skills (Word, Outlook and Excel) • Ability to build positive relationships and consult, negotiate and communicate with all levels of management, staff and stakeholders verbally and in writing. • Commitment to the delivery of excellence in customer service. • Excellent administrative skills, including keyboard and oral and written communication skills and good numeric skills. • Excellent organisational skills, initiative and the ability to work with limited supervision, manage workloads, prioritise tasks and meet competing deadlines. • Ability to recognise problems/issues, analyse, formulate and implement appropriate solutions. • Ability to work as a positive and productive team member. • Demonstrated high level of personal integrity, management ethics and a commitment to maintaining confidentiality at all times. • Knowledge of Work Health and Safety Act 2012.
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> • Certificate/Diploma level qualifications in Injury Rehabilitation Management. • Certificate IV in Claims Administration. • LGRS Return to Work Training for IRC/ ICC • Knowledge of Electronic Records Management Systems. • Demonstrated experience working across Local Government. • Generalist WHS experience or exposure
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Some work after hours may be required from time to time.

AGREEMENT:		
GENERAL MANAGER NAME:	SIGNATURE:	DATE:
MANAGER PEOPLE & CULTURE:	SIGNATURE:	DATE:
This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.		
POSITION INCUMBENT NAME:	SIGNATURE:	DATE: