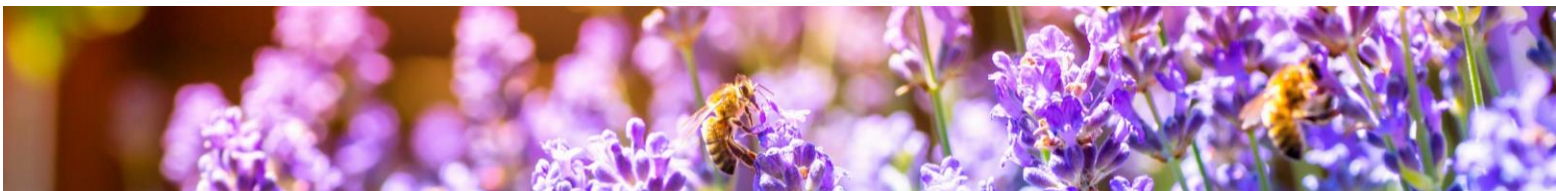


Position Description

Return to Work and Wellbeing Officer



Branch	Organisational Development	Position Grade	10
Division	Operations, Finance and Risk	Position Status	Permanent Full-time
Reports To	Coordinator Human Resources	Standard Hours Per Week	35
Direct Reports	Nil	Position Delegations	Yes
Indirect Reports	Nil	Position Budget Responsibility	
Position Number	2ODTBA	Award	Local Government (State) Award
Date PD Authorised	4/01/2021	Award Band	Admin Band 2 Level 2

The Opportunity

The role of the Return to Work and Wellbeing Officer is responsible for:

- Return to Work Coordination for injured workers;
- Managing Council's Workers Compensation portfolio including development of proactive measures to reduce the number and frequency of Lost Time Injuries;
- Council's Wellbeing Program;
- Council's health monitoring program and;
- Policy and Procedure development in the areas of Return to Work and Wellbeing.

Key Responsibilities

1. Ensure Council's workers compensation claims are effectively managed in-line with all relevant legislation.
2. Assist with the implementation of targeted injury management initiatives which facilitate a workers early and sustainable return to work following a workplace injury.
3. Ensure Council's workers compensation process is continuously improved with an emphasis on reducing the number and severity of workplace injuries, number of claims reported and annual costs of premiums.
4. Investigate workers compensation and injury related claims to ensure improvement opportunities are identified and implemented.
5. Build strong networks to influence key internal stakeholders and motivate employee; increasing awareness and engagement in the implementation of a health and wellbeing program that will promote a wellness culture.
6. Contribute to the development of strategic initiatives that support the health and wellbeing of Council employees.
7. Implement Council's health monitoring program for Council workers in-line with relevant legislative requirements and approved Council procedures.
8. Analyse health and wellbeing related information and prepare regular reports for Executive, Management and Coordinator Workplace Systems.
9. Ensure the effective use of Council's internal systems i.e. CHRIS 21, Finance One, DataWorks and Vault.
10. Execute Organisational Development related projects in accordance with change management methodologies and Council's Project Management Framework.

Note: An employee may be directed to carry out such duties that are within the limits of the employee's skills, competencies and training.



Essential Criteria

1. Return to Work training (e.g. Advanced RTW Certification or SIRA Modules) or demonstrated evidence of Return to Work competence.
2. Highly developed knowledge of workers compensation legislation and claim management strategies.
3. Minimum of three (3) years' experience undertaking the role of Return to Work Coordinator.
4. Workplace investigation skills and knowledge.
5. Demonstrated ability to develop and implement wellbeing programs.
6. Demonstrated ability to use initiative and act independently to ensure excellence in customer service, best practice and the achievement of outcomes.
7. Strong communication and negotiation skills and a proven ability to identify and engage with relevant stakeholders in order to determine the best solution to achieve organisational outcomes.
8. Extensive health and wellbeing project experience, including innovative approaches to problem diagnosis and resolution, and process improvement.
9. Demonstrated high level organisational and time management skills to meet defined deadlines.
10. Demonstrated working knowledge of Corporate Information Systems and sound computer skills in Microsoft Office suite.
11. Demonstrated experience in interpreting and applying legal advice and other relevant legislation.
12. Possess and maintain a current NSW Driver's Licence (Class C).

Desirable Criteria

- Local Government experience or an organisation with sound proven safety records
- Certificate IV in Training and Assessment

Physical Requirements

The position may have some or all of the following requirements:

- Keyboarding / Data Entry (repetitive)
- Sitting for lengthy periods (repetitive)
- Climbing stairs (within building)
- Walking over rough terrain
- Climbing in and out of trucks and plant (Rarely)
- Working in a dusty environment
- Working in areas of obnoxious odours (Rarely)
- Working in a noisy environment with adequate hearing protection (Rarely)
- Repetitive work – sitting, standing, driving
- Working in inclement weather (Rarely)

Capabilities






Council has adopted the Local Government Capability Framework which describes the core knowledge, skills and abilities for a role, expressed as behaviours, and which set out the clear expectations about performance in Council: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for all employees.

Council’s Capability Framework provides the platform for annual performance appraisal so that there is a common basis for learning, professional development and salary progression.

Below is the full list of capabilities and the expected level of competence required for this position. The ones in bold are the essential capabilities. The ones in italics are focus capabilities specific for this position. The ones where the level is blank are not core capabilities but may still be important. More detailed information is contained in your annual Personal Performance Plan.

Essential and Focus Capabilities

The essential and focus capabilities for the position are those judged to be most important at the time of recruiting to the position. They are the ones that an employee is rated on as part of their annual Performance Assessment.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	<i>Manage Self</i>	<i>Intermediate</i>
	Display Resilience & Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	<i>Plan and Prioritise</i>	<i>Foundational</i>
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	<i>Deliver Results</i>	<i>Adept</i>
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
 Workforce Leadership	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Foundational
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Foundational



Acknowledgement

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.

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Employee Name (Print)

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Witness Name (Print)

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Signature

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Signature

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Date

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Date