

Position Description



Position Title: Injury Management and Workplace Rehab Advisor

Location: Tingalpa (State Office)

Primary purpose of role: The Injury Management and Workplace Rehab Advisor will liaise with all relevant Stakeholders to enable the safe return of workers as well as undertake and report on identified risks following the reporting of injuries and incidents. The Injury Management and Workplace Rehab Advisor will have responsibility for coordinating the reporting of all injuries across the Association. The Injury Management and Workplace Rehab Advisor will also be required to liaise with relevant insurers in regard to workers compensation claims etc.

Reporting Structure

Reports to:
GM People

Roles reporting to this position:
Nil

Working Relationships

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none"> Executive Leadership Team PCYC State Team PCYC Branch Management and staff 	<ul style="list-style-type: none"> Relevant regulators Other NFP Agencies/Forums Insurers

Key Performance Indicators

KPI	Description	Measures
Injury/Safety Management	<ul style="list-style-type: none"> Work in consultation with GM People to develop and implement injury management system Establish a culture of safety and injury management Manage the reporting of incidents and accidents across the Association Undertake risk assessment following the reporting of incidents and accidents Work with all stakeholders to develop return to work plans that enable the safe return of the worker Identify any barriers to a successful return to pre-injury duties and highlight strategies to mitigate Provide advice and coaching in local Workplace Health and Safety requirements Ensure Branches are aware of PCYC reporting requirements in regard to Workplace Health and Safety 	<ul style="list-style-type: none"> Injury management system rolled out across the Association Safety and injury management is embedded into culture of Association All injuries and accidents are reported within required timeframes on the injury management system Risk assessments completed following all incidents and accidents Return to work plans facilitate the safe return of workers within a timely manner Identified strategies are in place to address barriers to a safe and successful return to work Branches can demonstrate an awareness of Workplace Health and Safety requirements WHS Checklists and/or reports are completed as required by nominated Branch staff

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Claims Management and Reporting	<ul style="list-style-type: none"> • Liaise with insurers and be the point of contact for all WorkCover Claims • Liaise with relevant Stakeholders to formulate responses to Work Cover Claims • Provide any information required to relevant Executive where Common Law claims are received • Provide monthly reports on all injuries and accidents highlighting any trends as well as areas of risk using risk management matrix 	<ul style="list-style-type: none"> • All WorkCover Claims managed centrally • Responses are provided to WorkCover in required timeframes • Information provided to Executive as needed • Strategies to address trends and risk highlighted as part of monthly report
Stakeholder Management	<ul style="list-style-type: none"> • Facilitate the communication between all stakeholders including injured workers, insurers, health professionals and managers • Ensure all stakeholders have any relevant documentation to ensure a safe and timely return to work • Provide regular updates to manager in regard to return to work and return to work plans for injured workers • Develop relationships with all claims to facilitate and effective return to work • Participate as an active member of the team and work collaboratively with others to achieve outcomes • Respond to enquiries in an efficient and timely manner 	<ul style="list-style-type: none"> • All stakeholders have an understanding of details regarding injured workers and are provided with any relevant documentation as required • Regular updates are provided to local manager to ensure a smooth transition back to work as part of return to work process • All contact with claimants recorded and injury management system • Feedback demonstrates an ability to engage and work within a team environment and contribute as required • Enquiries are dealt with and responded to within agreed timeframes
PCYC Policy and Procedures	<ul style="list-style-type: none"> • Demonstrate knowledge and compliance with PCYC policies and procedures. • Understands and ensures compliance with PCYC Workplace Health and Safety policies and procedures in all company workplaces • Implements and maintains safe work systems and workplace environment • Accepts personal responsibility for maintaining a safe workplace and work practices 	<ul style="list-style-type: none"> • Demonstrated knowledge of where to locate policies, procedures etc. • Demonstrated understanding of key policies and procedures • Signed Code of Conduct • Demonstration of safe work practices including identification and reporting of hazards/workplace incidents as they occur

While representative of the duties and responsibilities of the role, this Position Description does not imply that these are the only duties to be performed. The employee may be required to follow any other lawful instructions and to perform any other duties reasonably requested and within the assessed skills of the employee.

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Selection Criteria

To qualify for this position the following essential criteria must be met:

Essential

1. Degree level qualified and/or a minimum of five (5) years' experience in injury management and workplace rehabilitation;
2. Demonstrated success in claims management along with the ability to implement initiatives that reduce premiums;
3. The ability to interpret and provide practical advice in regard to workplace health and safety legislation;
4. Effective communication, negotiation and interpersonal skills with demonstrated ability to build relationships with stakeholders both internally and externally;
5. Highly motivated and pro-active self-starter with a proven track record in effective time management to enable forward planning and meeting deadlines;
6. Demonstrated ability to work autonomously and as part of a team with a friendly, positive, can-do attitude;
7. Intermediate skills in the Microsoft Office suite of products (Word, Excel, Outlook, Powerpoint);
8. Ability to travel across the state as required;
9. Current Driver's License;
10. Suitability clearances – Working with Children Checks;

Desirable

11. Experience working in the not-for-profit sector.

Standards to which performance will be assessed

- Key Performance Indicators
- Compliance with PCYC policies, procedures and practices
- Compliance with the position description
- Management and peer feedback.

Sign Off

I understand that my performance will be managed as per the requirements outlined above in the position description. I confirm that I have read, understood and commit to the above.

Employee Name: _____

Signature: _____

Date: _____

CREATED BY:	GM People
APPROVED BY:	
DATE CREATED:	August 2016
VERSION CONTROL:	V1