

Position Description

Work Health Safety Support Officer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: September 2018

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 1
Position limit within salary system: (20 Grade structure)	Grade 7 – Entry to Step 4
Status of position:	Fixed Term Appointment
Hours of work per fortnight:	70

Organisational relationships

Section:	Office of the General Manager
Unit:	People, Culture and Safety
Team:	Work Health and Safety
Work base:	Grafton
Position responsible to:	Coordinator Health and Safety
Level of support and supervision:	Medium
Level of personal management	Medium
Level of teamwork required:	High
Supervision of staff:	N/A
Internal contacts:	All staff within Council
External contacts:	General public, Government agencies, StateCover, Health Professionals and Rehabilitation Services providers

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent use of computer keyboard

Prolonged periods of sitting

Purpose of the position

To undertake projects and administrative tasks associated with the People Culture and Safety Unit

To support the operations of the Work Health Safety team by providing assistance in the management of workers compensation claims and non compensable injuries, including development of recover at work plans

Coordinate health monitoring programs such as audiometric testing, immunisations and dust disease monitoring

Major duties and responsibilities

Support the activities of the Unit by undertaking a range of projects and administrative tasks

Receive, process and action workers compensation claims in accordance with the requirements of the Workers Compensation Act and Council's insurer; ensuring all documentation is factual and appropriate record keeping practices are applied

Develop, implement and monitor recover at work plans as required and in conjunction with the nominated treating doctor and Council's insurer; attend medical appointments and case conferences with injured workers as required including liaison with medical professionals

Provide information to payroll staff in relation to workers' compensation weekly benefits and changing status of employees; to ensure accurate submission and reconciliation of lost time wages

Maintain and coordinate mandatory health monitoring programs and research and deliver additional health and wellbeing programs as required

Build and maintain relationships across the organisation and with key parties, i.e. claimant, insurer case manager, doctors, line supervisors and managers

Maintain confidentiality, tact and diplomacy in relation to all matters associated with the position and ensure privacy and security of claimants personal and health information

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Certificate IV in WH&S or Administrative studies; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Current Drivers Licence

Essential selection criteria

Experience

Demonstrated experience in an administrative role in a high volume and confidential environment

Position related skills

Demonstrated well developed written communication skills including correspondence composition

Demonstrated well developed verbal communication skills and the ability to develop and maintain effective working relationships with a wide range of employees

Demonstrated ability to make independent decisions

Well developed general computer literacy and Basic proficiency in Microsoft Word and Excel

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Certificate IV in Personal Injury Management

Accreditation as a Return to Work Coordinator

Experience

Demonstrated experience in Workers Compensation claims management

Demonstrated experience in role related to the human resource function

Position related skills

Intermediate proficiency in Microsoft Word and Excel

Demonstrated experience in drafting reports and/or policy and procedures

Other features of this position may include

Travel to attend meetings as required

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Generic performance requirements

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date
Employee