

Role Description – Occupational Recovery Coordinator

Role Title:	Occupational Recovery Coordinator	Effective Date	TBC
Incumbent:	TBC	Business Unit:	Pacific Aluminium
Reports to:	Specialist Occupational Health & Hygiene	Division:	New Zealand Aluminium Smelters Limited
No. of Direct Reports:	0	Team:	Occupational Health – Health & Hygiene
No. of Indirect Reports:	None	Location:	Invercargill, NZ
Role Band:	L Band	Financial Authority:	

Context

Pacific Aluminium (PacAl) is a member of the Rio Tinto group of companies and is a medium sized, geographically dispersed organisation operating in Australia and New Zealand and competing in world commodity markets for primary aluminium. Pacific Aluminium's strategy is based on continually improving its cost competitiveness, ensuring the safe and environmentally sound operations and the realisation of the full potential of its people, technology and physical assets.

NZAS is the sole operating site in New Zealand, 79.36% owned by PacAl and 20.64% owned by Japan's Sumitomo Chemical Company. NZAS is a tolling plant, producing some of the highest purity aluminium in the world. The smelter is a significant supplier of aluminium to Japan and maintains a broad market base including Asia, New Zealand, the United States and Europe.

Primary Purpose

The Occupational Recovery Coordinator is to contribute towards achieving the goal of zero occupational injuries and illnesses, and inspire a safe and healthy workplace.

They are accountable for the day to day management of the Recovery Programme (Return to work) at NZAS. The role is to assist individuals to remain at work, or return to work, while they recover from injury or illness. This includes work and non-work related health conditions.

The recovery programme for injured / ill staff requires early intervention by providing support to individuals as soon as possible after injury or illness. This involves a team effort involving the individual, the Occupational Recovery Coordinator, NZAS Occupational Physician, Leaders / Work Capacity Superintendent, NZAS Medical staff, and other treating medical professionals / specialists, with the Occupational Recovery Coordinator administering the program.

The health of NZAS employees is to be proactively monitored, sustained and, where possible, improved such that potential occupational and lifestyle related health risks are reduced.

It is essential that the person in this role possesses excellent communication, mediation, and conflict resolution skills, to be able to engage in empathetic and insightful conversations with employees returning to work after injury or illness, and also with leaders and other health professionals.

The Occupational Recovery Coordinator must have the ability to assess, monitor progress, maintain processes and facilitate improvements to support overall employee health / welfare. This requires using standards of best practice in treatment, health monitoring, education and advice.

VISION: Protect the health and wellbeing of staff by ensuring effective Health services which meet New Zealand and NZAS requirements.

Accountabilities

Recovery Programmes (80%)

- Plan, monitor and document return to work plans in consultation with individuals (injured/ill staff), NZAS Occupational Physician, other medical professionals, and leaders through Recovery Programmes.
- Effectively co-ordinate, manage and document Recovery Programme meetings.
- Maintain 'radar' list of employees who may need assistance / monitoring.
- Allocate recovery cases to other NZAS Health professionals who provide support to Recovery Programmes (eg nurses, physiotherapist).
- Manage and schedule fortnightly restriction list meetings for the NZAS Health Team.
- Ensure the individual and leaders meet their Recovery Programme obligations by providing details on their roles and responsibilities.
- Provide communication and advice to leaders on impact of individual's clinical restrictions through the use of treatment certificates and consultation where necessary.
- Communicate and liaise with Payroll Officer regarding ACC abatements.
- Ensure that NZAS is compliant with Rio Tinto and other statutory requirements as these pertain to Recovery Programmes.

Management of medical data (10%)

- Management and consolidation of medical data into Cority (medical database) for tracking and follow up.
- Produce monthly and annual reports as required by the business, and also for departmental and site restriction list meetings with leaders.
- Maintain Recovery Programme improvements in Cority.
- Occupational illness report writing and consolidation of data.

Conduct Workplace Assessments (5%)

- Conducting workplace assessments of employees, based on site standard requirements for monitoring in a primary role and report any adverse results to the Occupational Health Physician. Assessments to include occupational analysis and identification of required demands.
- Assess workstations and provide advice.
- Ergonomic improvement across site (assessment, planning and improvement).

Miscellaneous (5%)

- Tasks assigned by leader as per the needs of the business.
- Ensure good understanding site wide of the scope of practice of the NZAS Occupational Health Centre and what services can be offered by whom.
- Source, compile and provide health education and promotion on health and wellbeing to staff, including education on injury prevention, manual handling, exercise, diet, fatigue, etc.

GENERAL

Safety and Environment

- Carry out all required job functions to a high standard.
- Actively demonstrate strong safety behaviours at all times.
- As required, completes safety routines such as Take 5's and Critical Control Checklists (CCC).

Team Membership

- Respectful and maintains confidentiality.
- Understands the boundaries in regards to medical and personal information.
- Ability to listen and communicate well with individuals from a broad range of backgrounds, and with staff at all levels.
- Ability to create trust and confidence with staff, leaders and Medical Team.
- Flexibility to look for opportunities and have the ability to think outside the box.
- Shows empathy and pragmatic in their approach.
- Embrace the NZAS Diversity and Inclusion policies and strategies.
- Works closely with the Occupational Health team to ensure the work identified for restricted duties is within the individual's current physical capabilities.

Problem Solving

The role requires a level of problem solving skills in both technical health field and social process aspects. Working with individual personalities requires good analytical skills, application of assessment and communication when educating and assisting people.

The role involves influencing the health of people in the workforce who may not see health as personal priority. The importance of health for the person and the company is emphasized through health and safety education, adherence to appointment times and the standard of health initiatives.

The sensitive nature of the work requires the jobholder to have excellent communication processes, both verbal and written. It is essential to have the ability to talk to people without medical knowledge, about their condition.

The jobholder must have effective medication and conflict resolution skills, to be able to engage in empathetic and insightful conversations, with employees returning to work after injury or illness, and also with leaders and other health professionals.

Key Relationships

Internal

- Direct reporting relationship with Specialist Health & Hygiene Services.
- Case management reporting to Occupational Health Physician.
- Regular contact with Occupational Nurses, Occupational Physiotherapist, ACC & Rehab Officer, Payroll Officer, Leaders / Work Capacity Superintendent.

External

- Medical professionals at agencies including DHBs, Radiology, Public Health, General Practitioners, ACC, and other agencies.

Education and Qualifications

Education and Qualifications:

- Occupational Therapist, Occupational Health Nurse or Physiotherapist, with extensive recovery programme / return to work experience.
- Knowledge of Health and Safety legislation.

Training:

- Internal and external training to be provided as deemed required.

Other skills and qualifications:

- Strong computer literacy including Microsoft Office.
- The ability to communicate with people at all levels, while showing strong empathy and sensitivity. Also able to work with leaders using influencing and resilience skills.

Note

The requirements outlined in this position description are not meant to be all-inclusive. They may be changed during employment on an as-needed basis or as the needs and requirements of the business change.