

POSITION DESCRIPTION

Position Title	Workplace Assessor
Service Stream	Employment Solutions
Team	National Panel of Assessors (NPA)
Reports to	NPA Coordinator
Direct Reports	Nil
Location	As per Letter of Offer or Individual Contractor Agreement
Classification	Operation Level 3, or as per Individual Contractor Agreement

POSITION OBJECTIVE

Undertake Supported Wage, Ongoing Support and Workplace Modification assessments in accordance with relevant guidelines and National Panel of Assessor's Deed of Standing Offer. To deliver assessments which enhance employment participation by people living with a disability, to assist them to maintain employment.

KEY RESPONSIBILITIES

Management

- Manage National Panel of Assessors requirements through the provision of excellent consumer service to all stakeholders (internal and external), promoting STEPS as an efficient and effective service provider.
- Undertake OSA Assessments to ascertain a participant's ongoing support needs through interviews with program providers, participants and their employers along with reviewing relevant documents.
- Undertake SWS assessments to ascertain a participant's productivity, complying with associated industrial relations requirements. Compile and lodge wage assessment agreements and reports to relevant parties.
- Conduct workplace modification assessments, within the scope of the incumbent's knowledge and experience, for the purpose of determining a suitable match between the participant, their job and workplace modification.

People

- Establish and maintain a professional and productive relationship with all team members, understanding the roles and duties to actively contribute to team objectives.

Communication

- Undertake and maintain effective communication with stakeholders, peak bodies, partners and competitors to keep abreast of industry and environmental developments and where required use this knowledge to assist with business development opportunities.

Management Systems

- Gather information and data to provide regular reports to the NPA Administration Coordinator for input to program performance against contract requirements.

Governance

- Undertake relevant administrative tasks, ensuring all documentation is created, maintained and stored in accordance with contractual guidelines and the requirements of STEPS.
- Ensure compiled and submitted assessment results are provided to relevant parties, including the SWMU, Industrial Court, employer, participant and DES meet quality standards.

General

- Comply with Workplace Health and Safety responsibilities as detailed in the STEPS Workplace Health and Safety Handbook, ensuring staff comply with WHS policies and procedures, all staff are supervised and trained to meet their WHS requirements and consultation is undertaken with staff on issues that affect their health and safety, referring any concerns appropriately.
- Complete other reasonable duties as required.

KEY SELECTION CRITERIA

1. Minimum of two years practical experience in Disability Employment (or related sector).
2. Diploma level or higher in either Occupational Therapy; Psychology; Physiotherapy; Rehabilitation Counselling; Vocational training; or other professional qualification relevant to providing assessment services.
3. High level interpersonal and communication skills with the ability to consult and provide advice in a sensitive and appropriate manner and cope with multiple demands and meet set deadlines.
4. Demonstrated ability to work autonomously and under pressure, taking responsibility and acting with integrity and in a professional manner at all times.

MANDATORY ROLE REQUIRMENTS

1. Provision of documentary evidence of right to work in Australia.
2. Have the ability to hold all safety when working with children and/or vulnerable persons cards required under State and/or Federal legislation and/or regulation, and receive acceptable results from any criminal history checks.
3. Willingness and commitment to uphold "Our Commitment" and "Values".
4. Current 'C' class Driver's Licence.

APPROVALS

Approved By:	Carmel Crouch
Date:	13 December 2013
Version:	6 April 2016 v2