



Job Description Form

Classification Evaluation Date: 22 July 2016

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Injury Prevention & Wellness Officer

Position Number: 97000029
Classification/Level: Level 5
Award/Agreement: Public Service General Agreement 2014
Organisation Unit: WHS Injury Prevention and Wellness
Physical Location: West Perth

This Position Reports To:

Position Number: 99006311
Position Title: Injury Prevention & Wellness Consultant
Classification/Level: Level 6

Positions Under Direct Supervision:

Level/ Title: Nil

Organisational Context

The Disability Services Commission is the State Government agency responsible for advancing opportunities, community participation and quality of life for people with disability.

Established in 1993 under the Disability Services Act 1993, the Commission provides a range of direct services and support and also funds non-government agencies to provide services to people with disability, their families and carers.

The Commission also partners and collaborates with disability sector organisations, business, government and other stakeholders to improve participation, inclusion and access for people with disability across the community.

Our Vision: All people live in welcoming communities that facilitate citizenship, friendship, mutual support and a fair go for everyone.

The Commission seeks to employ staff who demonstrate the following capabilities and values:

Capabilities:

Shapes and manages strategy

Effective decision making

Communicates and influences effectively

Achieves results

Exemplifies personal integrity and self-awareness

Builds productive relationships.

Values:

- Commitment — to our vision for people with disability and their families
- Respect — values cultural diversity and encourages everyone's unique contribution
- Integrity — is honest and truthful about decisions and actions
- Working together — works together cooperatively to get things done and pursue our vision
- Openness — decision-making and communications are clear and transparent
- Leadership — actions reflect leadership responsibilities
- Accountability — are openly accountable for decisions and actions
- Continued learning — are committed to a culture of excellence and continued learning.

The Commission is an equal opportunity employer and embraces diversity as we believe the best products and services come from a workplace in which varied viewpoints are welcomed and encouraged.

Key Work Description

This position provides support for the development and implementation of holistic wellness support services that focus on and contribute to the health, safety and wellbeing of all employees.

Work Description

This section outlines the results and outcomes required of an individual in this position.

1.0 Program Development, Implementation and Review

- 1.1 Provides high level support to the Manager in the delivery of programs and interventions that support employee wellbeing across the Commission.
- 1.2 Provides input to the development of plans, policies and procedures for wellness, to promote a culture of wellbeing and health.
- 1.3 Assists in the development and delivery of education and appropriate training strategies and programs to promote a high level of awareness of risk management, injury prevention and wellness matters to all levels across the Commission.
- 1.4 Conduct presentations as required.

2.0 Consultancy and Technical Advice

- 2.1 Provides psychological and/or mental health, wellness liaison and consultancy service to staff as required.
- 2.2 Assists with health and fitness testing which includes pre-employment medicals, psychometric testing and fitness for work assessments.
- 2.3 Develops and maintains relationships with internal and external stakeholders.
- 2.4 Supports the Manager to provide an advisory and consultancy service to managers across the Commission in relation to wellness, injury prevention, ergonomics and health and safety.
- 2.5 Supports employees in the maintenance of long term productivity and wellness through the implementation of fitness for work programs.
- 2.6 Supports the Manager to provide advice on the application and interpretation of relevant legislation, policies, procedures and guidelines.
- 2.7 Conducts ergonomic and worksite assessments as well as building and office accessibility assessments.
- 2.8 Provides information and support to the Manager for tender negotiation processes.
- 2.9 Represents the Work Health & Safety Unit on committees and working groups as directed.

3.0 Reporting

- 3.1 Monitors, collates and analyses data to report trends and assist in the development of injury prevention initiatives.
- 3.2 Ensures appropriate reports, statistics and records are maintained in line with legislative requirements.

4.0 Administration

- 4.1 Develops, manages, monitors and maintains contracts in accordance with the requirements of the Commission.
 - 4.2 Develops submission and other formal documentation as required.
 - 4.3 Other duties as required.
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Work Related Requirements

In the context of this position, able to demonstrate:

Qualifications

Essential

- Tertiary qualifications in relevant Allied Health discipline (e.g. Occupational Therapy) or other relevant discipline (e.g., Exercise Physiology, Sports Physiology/Technology).

Experience

Essential

- Demonstrated experience implementing wellness programs in a complex organisation.

Knowledge/Skills/Abilities

Essential

- Ability to provide relevant specialist and technical advice in the areas of wellness, injury management as well as health & safety to a range of stakeholders across a complex organisation.
- Good interpersonal, communication, consulting and negotiation skills.
- Ability to complete research, analysis and evaluation and write reports.

Special Equipment Requirements

Appointment is subject to a satisfactory National Police Clearance.
Ability to travel in response to organisational needs.

Certification

Sam Ciminata, Executive Director Business & Funding.

Signature



Date

5/8/16

Disability Services Commission	
JDF Registration	
Sign	<u>W. Ciminata</u>
Date	<u>05/08/2016</u>