



HSS Registered

Injury Management Consultant
Health Salaried Officers Agreement: HSO Level G6
Position Number: 110582
Safety, Quality and Risk/ Occupational Safety and Health Department
Fremantle Hospital and Health Service

Reporting Relationships

Director Nursing and Midwifery & SQR
 HSO Class 1
 Position Number: 113020



Work Health and Safety Manager
 HSO Level G7
 Position Number: 002270



This Position



Directly reporting to this position:

Title	Classification	FTE
• Title	Award; Level	FTE
• Title	Award; Level	FTE

← Also reporting to this supervisor:
 • Title, Level, FTE

Key Responsibilities

Coordinates and manages Injury Management activities within the Department of Work Health and Safety to minimise the risk, severity and impact of occupational injury to staff and the organisation and maximise the effectiveness of the workers' compensation claims and injury management services for Fremantle Hospital and SMHS.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Injury Management Consultant | HSO Level G6 | 110582

Brief Summary of Duties (in order of importance)

1. Strategic

- 1.1 Under the direction of the Program Manager, plan, develop and implement a comprehensive injury management and workers' compensation service for Fremantle Hospital and SMHS.
- 1.2 Develop and implement policies, strategies and procedures in injury management.
- 1.3 Provide specialist technical advice to management and staff on the care of injured employees to ensure best practice and compliance with legislation.
- 1.4 Monitor and evaluate programs, strategies and activities to ensure outcomes are achieved and continuous improvement methodologies are employed.

2. Operational

- 2.1 Plan and coordinate the injury management activities in regard to workers' compensation and rehabilitation.
- 2.2 Coordinate (and conduct, as required) accident investigations and recommend appropriate corrective action.
- 2.3 Organise and implement regular workers' compensation reviews with Managers and other key stakeholders.
- 2.4 Plan, conduct and evaluate training programs in injury management for managers and staff.
- 2.5 Manage information systems for workers compensation, injury management and Work Health and Safety for data collection, retrieval and analysis; provide regular reports on injury management, workers compensation and Work Health and Safety activity and relevant performance indicators to management, committees and to meet compliance obligations.
- 2.6 Actively maintain knowledge of best practice and benchmarks for injury and workers' compensation management; research and make recommendations to management to ensure Fremantle Hospital delivers best practice services and achieves objectives.

3. Relationship and Stakeholders

- 3.1 Attends Conciliation and Arbitration Conferences and other legal meetings as required.
- 3.2 Liaises with and monitors external rehabilitation practitioners, when required, to ensure injured workers receive an optimum rehabilitation service.
- 3.3 Attends and plans for regular file reviews with RiskCover.
- 3.4 Develops and maintains good working relationships with managers and staff across Fremantle Hospital and SMHS.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Experience in injury management within a large, multidisciplinary organisation and an understanding of current injury management issues and challenges.
2. Knowledge and understanding of the legislation and regulations governing Workers' Compensation and Injury Management.
3. Excellent interpersonal and communication (written and verbal) skills.
4. Excellent negotiation and conciliation skills.
5. Demonstrated ability to work independently, organise work and make decisions.
6. Well-developed conceptual and analytical skills, together with the proven ability to identify problems and provide creative and innovative overviews and strategies to address them.
7. Demonstrated experience and willingness to conduct information and training sessions.
8. Current "C" or "C.A." class drivers licence.

Desirable Selection Criteria

1. Tertiary qualifications or progression towards a post-graduate qualification in Psychology, Occupational Therapy, Physiotherapy, Social Work, Occupational Health, Nursing or other related health discipline.
2. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Current "C" or "C.A." class drivers licence.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager / Supervisor Name	Signature or	HE Number	Date
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Dept. / Division Head Name	Signature or	HE Number	Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	December 2017	Last Updated on	HE68973 1/12/2017
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