



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

WACHS - Central Office		<b>Position No:</b>	615764
<b>Division:</b>	Business Services	<b>Title:</b>	<b>Senior Injury Management Coordinator</b>
<b>Branch:</b>	Human Resource Services	<b>Classification:</b>	HSO Level G7
<b>Section:</b>	Work Health, Safety & Injury Management	<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<table><tr><td><b>Title:</b></td><td>Director Human Resource Services</td></tr><tr><td><b>Classification:</b></td><td>HSO Level G12</td></tr><tr><td><b>Position No:</b></td><td>614848</td></tr></table>	<b>Title:</b>	Director Human Resource Services	<b>Classification:</b>	HSO Level G12	<b>Position No:</b>	614848	<b>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</b>  <table><tr><td><b>Title</b></td></tr><tr><td>Principal Occupational Safety and Health Consultant, HSO Level G8</td></tr></table>	<b>Title</b>	Principal Occupational Safety and Health Consultant, HSO Level G8
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<b>Positions under direct supervision:</b>	<b>Other positions under control:</b>								
<table><tr><th>Position No.</th><th>Title and Classification</th><th>FTE</th></tr><tr><td>608143</td><td>Injury Management Coordinators, HSO Level G6</td><td>3</td></tr></table>	Position No.	Title and Classification	FTE	608143	Injury Management Coordinators, HSO Level G6	3	<table><tr><th>Category</th><th>Number</th></tr></table>	Category	Number
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608143	Injury Management Coordinators, HSO Level G6	3							
Category	Number								

### Section 3 – KEY RESPONSIBILITIES

Leads a team providing specialist advice and effective coordination of Injury Management and claims management services across the WA Country Health Service (WACHS). Coordinates injury prevention and injury management programs consistent with the goals of WACHS. Provides advice and support to WACHS Executive and senior managers in the strategic and operational management of Workers' Compensation (WC), claims management and injury management.

TITLE	Senior Injury Management Coordinator	POSITION NO	615764
		CLASSIFICATION	HSO Level G7



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

### **OUR PURPOSE – What we are here to do**

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

### **OUR STRATEGIC DIRECTIONS TO 2018**

1. Improving health and the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

### **OUR GUIDING PRINCIPLES**

Consumers first in all we do  
 Safe, high quality services and information at all times  
 Care closer to home where safe and viable  
 Evidence based services  
 Partnerships and collaboration

### **OUR VALUES**

**Community** – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

**Compassion** – listening and caring with empathy, respect, courtesy and kindness.

**Quality** – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

**Integrity** – accountability, honesty and professional, ethical conduct in all that we do.

**Justice** – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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#### Section 4 – STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>1</b>	<b>Workers' Compensation and Injury Management Coordination</b>	D	100%
1.1	Plans, coordinates and manages the activities of a comprehensive Workers' Compensation and Injury Management service for WACHS including developing and implementing policies, procedures and practices in accordance with organisational objectives, relevant legislation and government policy.		
1.2	Provides specialist advice regarding complex Injury Management issues, claims and premium cost management.		
1.3	Provides WACHS Executive and senior management with performance and risk reports relevant to their area of responsibility.		
1.4	Coordinates Central Office Workers' Compensation claims and provides support to Regional HR staff in the management of Regional Workers' Compensation claims.		
1.5	Attends Conciliation, Arbitration and Review conferences and other meetings as required. Coordinates and provides input into claims management and reviews with RiskCover (Insurer).		
1.6	Coordinates regular key performance indicator reports to management.		
1.7	Ensures appropriate records are maintained in accordance with legislative requirements.		
<b>2</b>	<b>Stakeholder Relationships</b>		
2.1	Liaises with the WACHS Work, Health and Safety Manager and Principal OSH Consultant regarding the strategic management of OSH, Workers' Compensation and Injury Management services.		
2.2	Liaises with WACHS Industrial Relations staff regarding matters that involve both industrial and workers' compensation jurisdictions.		
2.3	Liaises with other hospitals, government agencies and professional institutions on Workers' Compensation and Injury Management issues and represents WACHS at forums/committees in Injury Management and relevant OSH matters.		
2.4	Maintains effective relationships with key stakeholders including Executive, senior management and RiskCover to develop, coordinate and promote strategies to enhance Injury Management and Workers' Compensation service delivery throughout the organisation.		
<b>3</b>	<b>Operational Leadership and Support</b>		
3.1	Manages and mentors the Injury Management team and on occasion OSH staff, provides supervision and coordinates the setting and maintenance of professional standards in Injury Management and Workers' Compensation.		
3.2	Facilitates the systematic evaluation of Injury Management and Workers' Compensation protocols and services and recommends strategies for the ongoing improvement of the WACHS injury management program. Assists with evaluating the effectiveness of projects and associated implemented strategies using continuous improvement principles.		
3.3	Maintains performance management systems to support ongoing development of individual and team performance.		
3.4	Develops and coordinates appropriate training programs for identified Injury Management and Workers' Compensation requirements.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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## Section 5 – SELECTION CRITERIA

### ESSENTIAL

1. Demonstrated experience in the coordination of injury management services in a large multidisciplinary organisation.
2. Demonstrated ability to apply workers' compensation and rehabilitation principles and legislation and OSH practice and legislation .
3. Highly developed knowledge and understanding of contemporary injury management and risk management theory and practice issues.
4. Well-developed conceptual and analytical skills, with an ability to evaluate information, identify issues & opportunities, develop plans and implement appropriate strategies
5. Demonstrated consultation, negotiation and communication skills, including the ability to establish and maintain effective partnerships/relationships with internal and external stakeholders.
6. Demonstrated capacity to effectively lead a team, manage a diverse workload and meet deadlines.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health and how these impact on employment and service delivery.

### DESIRABLE

1. Relevant experience in the public or private health sector.
2. Tertiary qualifications in injury management/occupational safety and health or related area.
3. Possession of current C or C-A driver's licence.

## Section 6 – APPOINTMENT FACTORS

<b>Location</b>		<b>Accommodation</b>	
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Ability to undertake regional travel with the possibility of overnight stays</li> </ul>		
<b>Specialised equipment operated</b>			

## Section 7 – CERTIFICATION

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

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Executive Services**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Chief Executive Officer**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

<b>Name</b>	<b>Signature</b>	<b>Date Appointed</b>	<b>Date Signed</b>