



# Job Description Form

## Assistant Workers Compensation Officer

Workers Compensation and Injury Management Team

Safety and Health Branch

### Position details

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Classification Level:	3
Award/Agreement:	PSA 1992/ Public Service CSA Agreement 2019 (and relevant agreement/s)
Position Status:	Permanent
Organisation Unit:	Corporate Services, Human Resources
Physical Location:	Perth CBD

### Reporting relationships

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Responsible to:	021295 Senior Workers Compensation and Injury Management Consultant – Level 6
<b>This position:</b>	<b>020646 Assistant Workers Compensation Officer – Level 3</b>
Direct reports:	Nil

### Key Role Statement

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The *Assistant Workers Compensation Officer* contributes to and is responsible for the effective and efficient operations of the Safety and Health functions by performing a wide range of administrative support activities. The incumbent will assist with administrative duties for workers compensation matters including quality assurance and processing in the workers compensation environment.

### Job related requirements

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The *Assistant Workers Compensation Officer* works collaboratively within the Safety and Health Branch and with the Department's business areas to ensure compliance in accordance with the Workers' Compensation and Injury Management system.

The incumbent is accountable for outputs aligning with the branch's service delivery model and processes. As part of the Safety and Health Branch, the successful applicants contribute and support the outcomes of the branch against the following;

- Provides support and participates in a team which implements and improves systems, processes and practices to enable the effective management and outcomes for workers' compensation and injury management.
- Interprets compliance with legislation, strategy, conditions and standards required by the Department and Insurance Commission WA.
- Undertakes workers' compensation claims to ensure timely and accurate processing of all related documentation and rate calculations.
- Resolves and provides solutions for workers' compensation payment queries and transacts recouping of payments from the Insurance Commission of WA.
- Develops accurate reports of relevant workers' compensation and injury management statistical data.
- Maintains and liaises with relevant external regulatory bodies and other stakeholders.
- Contributes to the preparation and delivery of training which educates line managers and employees on workers' compensation and injury management matters ensuring awareness of their roles and responsibilities.
- Contributes to the development, maintenance, review and promulgation of workers' compensation and injury management policies and procedures.
- Maintain administrative skills, including the ability to effectively coordinate completing priorities.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Essential capability requirements (selection criteria)**

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The Workers Compensation and Injury Management team within the Safety and Health branch is committed to professionally managing workers compensation claims and support return to work program services in a large and complex organisation.

Position holders or future applicants will be assessed on the following interrelated core capability requirements that apply to both the HR function and practitioner.

<b>Strategic Alignment</b>	Understand how the people strategy aligns to the organisation and support its implementation.
<b>Results Driven</b>	Contribute to development and implementation of activities to build capability and expertise.
<b>Workforce Capacity</b>	Contribute to activities that build workforce capacity for present and future requirements.
<b>Relationship Management</b>	Build and manage productive relationships.
<b>Credible Influence</b>	Demonstrate credibility and professionalism in actions and interactions.

**Professional Expertise**      Contribute and continually develop skills, experience and knowledge required to deliver HR activities.

**Culture and Change Management**      Contribute to change processes that work to deliver desired organisational culture.

Further consideration may also be given to the capability elements relevant to the classification level that a HR practitioner at that level range must meet, to demonstrate the achievement of the capability and its objective.

These are prescribed in the attached HR individual profile for a Level 3 classification.

### **Special requirements/equipment**

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Nil

### **Certification**

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

### **Delegated Authority:**

*In accordance with the Department of Justice HR Management Delegations*

Signature: \_\_\_\_\_ Date: October 2020

**HR Certification**      Job description form effective date: 25 / 11 / 2024