

# JOB ROLE STATEMENT

## HEALTH, WELLBEING AND INJURY MANAGEMENT CO-ORDINATOR LEVEL 4

DIRECTORATE HUMAN RESOURCES  
BRANCH COMMUNITIES OF EXPERTISE POSITION NO P0062758

### KEY RESPONSIBILITIES

Co-ordinate corporate Health, Wellbeing and Injury Management activities across Main Roads.

### KEY DELIVERIES

#### Health and Wellbeing Partner

- Assist with the co-ordination of the delivery of SHW services to Directorates and Contractor parties in accordance with Main Roads' SHW Strategy and associated Acts and Legislation.
- Provide Health and Wellbeing (H&W) advisory services and coaching to Directorates and Contractor parties across the State to build technical capability and facilitate the requirements of a high performing SHW culture.
- Contribute to the development and maintenance of support tools and processes and facilitate educational sessions for Directorate managers and Contractor parties.
- Co-ordinate with the timely communications and information flow between SHW Corporate Branch and Directorates, and other key parties.
- Contribute to planning, development and implementation process for corporate H&W management initiatives.

#### IW Management System

- Participate in the review and improvement of the corporate key H&W and Workers Compensation Elements of the SHW Management Systems.
- Provide support to the Safety, Health and Wellbeing Consultant in the system administration of the SHW Electronic Reporting System of Directorates and Contractors across the State.

#### Workers' Compensation and Injury Management

- Co-ordinate the development and implementation of individual injury management program for ill and injured employees, and the establishment of Key Performance Indicators (KPI's) with this process.
- Provide support to managers in managing all forms of injury/illness management.
- Provide advice to managers for establishing medically approved alternative duties for ill and injured employees and co-ordinate the development and monitoring of return to work programs, where appropriate.
- Co-ordinate the management of accounts payable for matters relating to Workers' Compensation and non-work related injury/illness management and rehabilitation.
- Co-ordinate in the development of support tools and processes, and facilitate education sessions for managers to enhance capability and understanding of injury/illness management.
- Undertake the review of Workers' Compensation and Non-work related injury management and rehabilitation procedures, processes and systems.
- Co-ordinate employee pay adjustments affected by Workers' Compensation process.

#### Workers' Compensation and Injury Management Records and Reporting

- Co-ordinate accurate administrative records including the database of all Main Roads, injury/illness management cases.
- Maintain appropriate confidentiality and security of all injury management related information and records databases.
- Research and analyse trends, reporting findings and make recommendations as appropriate.

#### Stakeholder Relationships

- Build and maintain collaborative working relationships with employees who are undergoing injury/illness management.
- Facilitate appropriate levels communication and information sharing between Main Roads and insurance and medical providers, and other key parties.
- Build and maintain professional working relationships with external stakeholders such as insurance providers, vocational rehabilitation providers, health professionals and other relevant organisations.

### OCCUPATIONAL SAFETY, HEALTH AND WELLBEING (OSH&W)

Responsible for active participation and performance to OSH&W standards as detailed by the Main Roads' Safety, Health and Wellbeing (SH&W) Management System - refer to "SH&W Responsibility and Accountability Procedure" on 'iRoads' intranet.

### LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

### DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

### REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL	POSITION NO
SAFETY, HEALTH AND WELLBEING MANAGER	P0062755
LEVEL 7	

# HEALTH, WELLBEING AND INJURY MANAGEMENT CO-ORDINATOR LEVEL 4

**POSITIONS UNDER DIRECT SUPERVISION**

**ALL POSITIONS UNDER CONTROL**

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
		<b>TOTAL</b>	

**SELECTION CRITERIA**

**ESSENTIAL:**

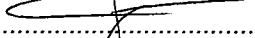
- Sound skill, knowledge and experience in:
  - interpreting and applying Occupational Safety and Health, and Workers' Compensation and Rehabilitation Acts and Regulations
  - applying Workers' Compensation and Rehabilitation processes, procedures and practices
  - building and enhancing stakeholder relationships
  - research, analysis and problem solving
  - facilitating and delivering training workshops
- Knowledge of:
  - policies and practices on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

**DESIRABLE:**

- A Diploma in Work Health, Safety and Environment or other related discipline.


**CERTIFICATION**

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  ..... DATE 23/5/16 .....

BRANCH/SECTION HEAD

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

SIGNATURE  ..... DATE 23/5/16 .....

EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  ..... DATE 23/5/16 .....

MANAGER HR BUSINESS