

A workers' compensation and injury management scheme that works for all

JOB DESCRIPTION FORM

REGISTRAR

SPECIFIED CALLING LEVEL 8 (02203802)

Key responsibilities

Exercise statutory functions in accordance with the provisions of the *Workers' Compensation and Injury Management Act 1981*.

Lead the Arbitration Service.

Statement of duties

Lead

- Lead a team of Arbitrators in the delivery of a high performing dispute resolution service.
- Provide guidance, mentoring and coaching to ensure the consistency and quality of decision-making and service provision by Arbitrators.

Manage

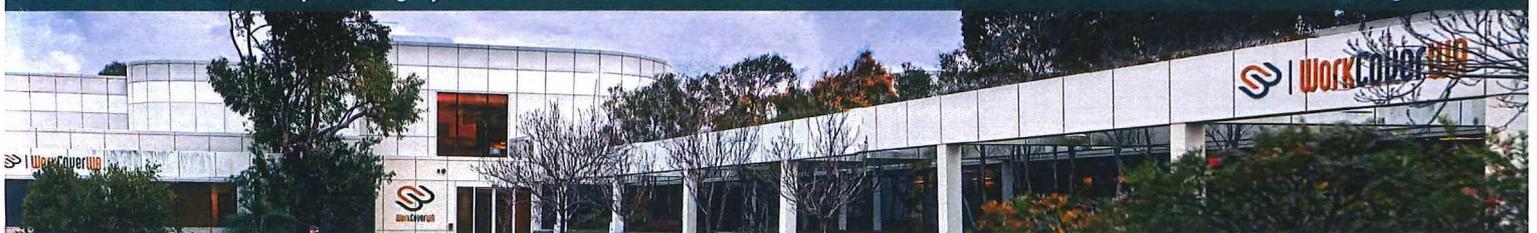
- Manage the Arbitration Service of WorkCover WA to ensure performance targets are met.
- Identify and report on performance.
- Engage in effective consultation with stakeholders for the development and review of the Arbitration Rules and practice directions/guidelines.
- Allocate and monitor caseloads of Arbitrators.

Arbitrate

- Perform other statutory functions of the Registrar as contained in the *Workers' Compensation and Injury Management Act 1981*.

Other

- Participates in the development and achievement of WorkCover WA's business plan, divisional plans, policies, practices and procedures.
- Work with the General Manager Conciliation and Arbitration Services in identifying and implementing improvements to the Arbitration Service.

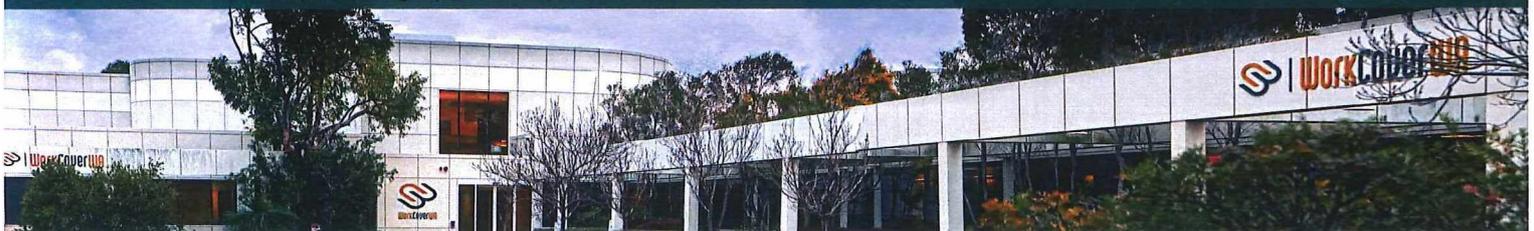
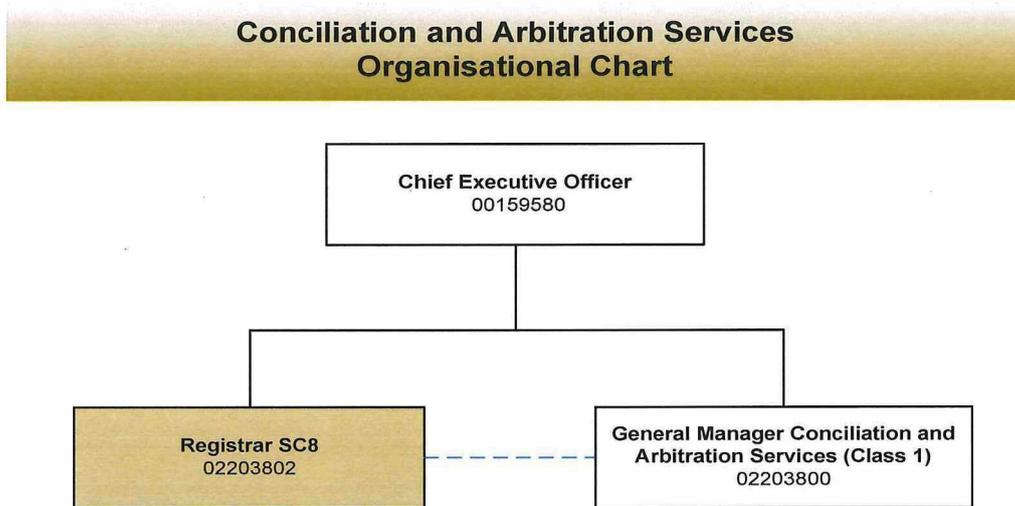


- Complies with the requirements of the Agency Code of Conduct and all relevant legislation including EEO, OSH and Records Management.
- Promotes equity and diversity principles and practices in the Branch/Division; and
- Raises staff awareness of diversity and encourages participation and contribution to activities that recognise and celebrate diversity.
- Performs other duties as directed.
- Participates in the Performance and Development Agreement system.

Personal Characteristics

- Committed to a strong work ethic and self improvement.
- Customer focused.
- Exhibits personal integrity and professionalism.
- Innovative.

Reporting relationships



Selection criteria

Qualifications/Experience (Essential)

1. Legal Practitioner of not less than five years standing as defined in the *Legal Profession Act 2008*, with relevant post-admission experience in a legal role.

Essential work related criteria

2. High level analytical skills and the capacity for impartial judgment.
3. Understanding of and experience in effective contemporary case management.
4. Demonstrated high level written and verbal communication skills.
5. Demonstrated ability to lead people within a team and organisational environment to provide a quality service.

Highly Desirable

1. Knowledge of the *Workers' Compensation and Injury Management Act 1981* and associated case law.
2. Ability to operate within an electronic environment, including basic proficiency in Word and Microsoft Outlook.

Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements as at 4 May 2018.

A/ General Manager

A/Chief Executive Officer



