



**INJURY MANAGEMENT OFFICER**  
**Position Number: 006310 - Level: 4**  
**ANSZCO: 251312**

**JOB DESCRIPTION FORM**

**THE ROLE**

- Plans, develops, implements and evaluates injury management and rehabilitation programs as directed.
- Provides a responsive advisory service on injury management and rehabilitation processes and policies to employees and senior management.
- Assists in the development, continuous improvement and delivery of Workers' Compensation and Injury Management (WCIM) policy, procedures and programs.

**REPORTING RELATIONSHIPS**

**ORGANISATION STRUCTURE**      CORPORATE SERVICES  
   HUMAN RESOURCES  
   WORKERS COMPENSATION AND INJURY MANAGEMENT

**THIS ROLE REPORTS TO**

Manager Workers Compensation and Injury Management      Level 7

**POSITIONS THAT REPORT TO THIS ROLE**

Nil

**ABOUT US**

As Western Australia's leading hazard management agency, the Department of Fire and Emergency Services performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property.

Supported by an extensive network of volunteers and career workers, DFES works together with the community and government to prevent, prepare for, respond to and recover from a diverse range of emergencies.

## SPECIFIC RESPONSIBILITIES

*Employees are required to undertake all duties and responsibilities in accordance with the Department's Code of Conduct, Policies/Procedures and relevant legislation.*

- Coordinates day to day injury management activities to support injured employees and volunteers.
- Implements corporate workers' compensation and injury management framework and practices in alignment with Health and Safety Services strategies and legislative obligations.
- Provides support to the Injury Management Consultant and Manager Workers' Compensation and Injury Management in delivery of corporate and team plans, programs and initiatives.
- Engages with and supports business units to facilitate the provision of alternative duties to support injury management program initiatives.
- Provides an advisory and support service to managers, injured employees, member associations and safety committees in relation to injury management initiatives, medical retirement and personal accident claims.
- Maintain and manage a non-complex caseload using a variety of different operating systems including a case management system, word and excel documents.
- Contributes as an active participant to the Wellness Team, HR Directorate and Health and Safety Services.
- Maintains professional and accurate records management practices with evidence provision of confidential and appropriate services. Provides reports to meet statutory reporting requirements.
- Assists and participate in the delivery and evaluation of training programs as directed.
- Maintains knowledge of relevant legislation, industry standards and corporate priorities to ensure alignment of service delivery.
- Liaises with insurance companies, medical practitioners and rehabilitation providers in developing appropriate management plans and return to work programs for injured employees to meet internal policy and legislative protocols.
- Undertakes other duties as assigned.

## SELECTION CRITERIA

*Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.*

### ESSENTIAL PREREQUISITE

1. University qualification (Minimum Bachelor degree) in a relevant Rehabilitation / Health Science discipline.

### ESSENTIAL

1. 1 year of experience in the delivery of professional injury management/rehabilitation services.
2. Good working knowledge of anatomy and physiology, understanding mechanisms of injuries and how this can impact an early return to work and rehabilitation.
3. Well-developed written and verbal communication and interpersonal skills, with the ability to interact, influence and negotiate with all levels of staff and external stakeholders.
4. Demonstrated ability to effectively deal with conflict and manage multiple tasks. Demonstrated analytical and conceptual skills to deliver solutions to problems.
5. The ability to work autonomously and in a team environment.

## POSITION INFORMATION

**LOCATION:** 20 Stockton Bend, Cockburn Central, WA 6164

**SPECIAL CONDITIONS:** The Department is an emergency services organisation and all employees will be required to work outside of normal business hours to assist with emergencies.

## CERTIFICATION

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

*Authorised and signed by:*

**MANAGER WORKERS COMPENSATION AND INJURY  
MANAGEMENT**

**Name:** Lindsay McCabe

**Signature:** \_\_\_\_\_

**MANAGER WORKFORCE SERVICES**

**Name:** Stacey Naughtin

**Signature:** \_\_\_\_\_

### JDF REGISTRATION – RECRUITMENT USE ONLY

This Job Description Form (JDF) was registered by:

**HR Consultant Name:** Susan Berkin

**HR Consultant Position:** A/Senior HR Consultant

**HR Consultant Signature:** \_\_\_\_\_