



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

## JOB DESCRIPTION FORM

### MANAGER COMPLIANCE

### LEVEL 8 (02203740)

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#### Key responsibilities

- Lead the delivery of compliance and investigation activities.
- Contribute to the development, implementation and evaluation of strategies for investigation and compliance.
- Lead projects to improve the efficiency and effectiveness of the regulatory activities of WorkCover WA.

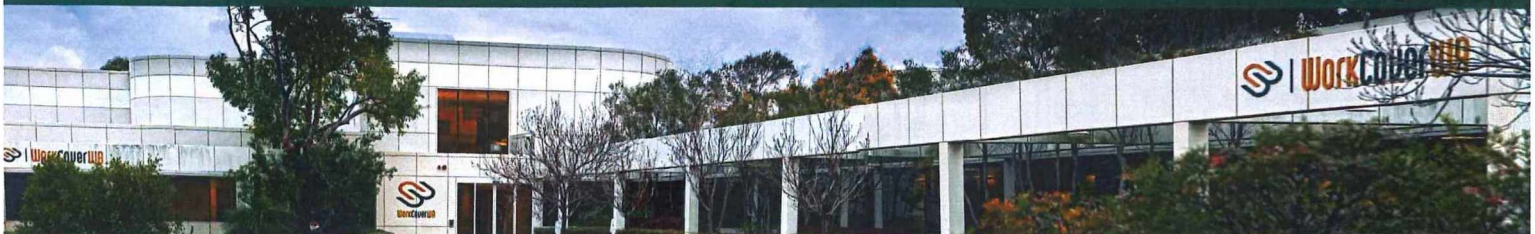
#### Statement of duties

##### *Leadership*

- Provide leadership of the Compliance Branch with a strong focus on strategies to ensure the achievement of efficient and timely investigation and compliance outcomes, including all aspects of the prosecutorial process.
- Contribute to the implementation and continuous improvement of a Compliance Framework to increase stakeholder awareness and compliance with the *Workers' Compensation and Injury Management Act 1981*.

##### *Management*

- Manage a team responsible for investigating suspected breaches of the Workers' Compensation & Injury Management Act.
- Manage claims where an injury with an uninsured employer has occurred.
- Manage the resources and activities of the Branch to ensure that products/services are delivered in accordance with the strategic objectives and operational plan.
- Participate in the development and achievement of WorkCover WA's operational plan, divisional projects, policies, practices and procedures.
- Create a team environment, ensuring that team members perform their role effectively and efficiently whilst understanding their role in achieving Branch objectives.
- Assist in developing and implementing continuous improvement initiatives, including proactive compliance campaigns; across - government data sharing & targeted compliance initiatives.



## **Project Implementation and Support**

- Undertake key projects designed to improved efficiency and effectiveness of the Regulatory Services Division.
- Allocate projects across the Branch to effectively use and develop individual skills.
- Monitor progression of projects across the Regulatory Services Division.

## **Stakeholder Relations**

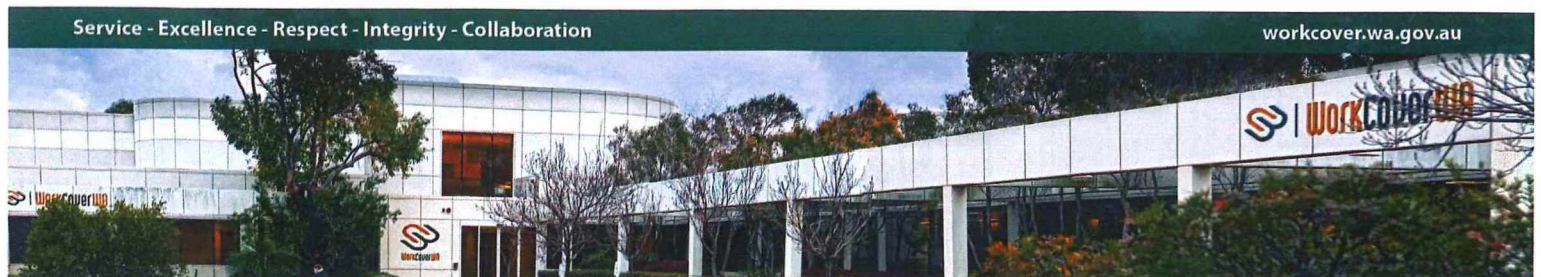
- Develop and maintain internal and external networks with WorkCover WA stakeholders.

## **Other**

- Comply 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.
- Raises staff awareness of diversity and encourages participation and contribution to activities that recognise and celebrate diversity.
- Participates in the Performance and Development Agreement system.
- Performs other duties as directed.

## **Personal Characteristics**

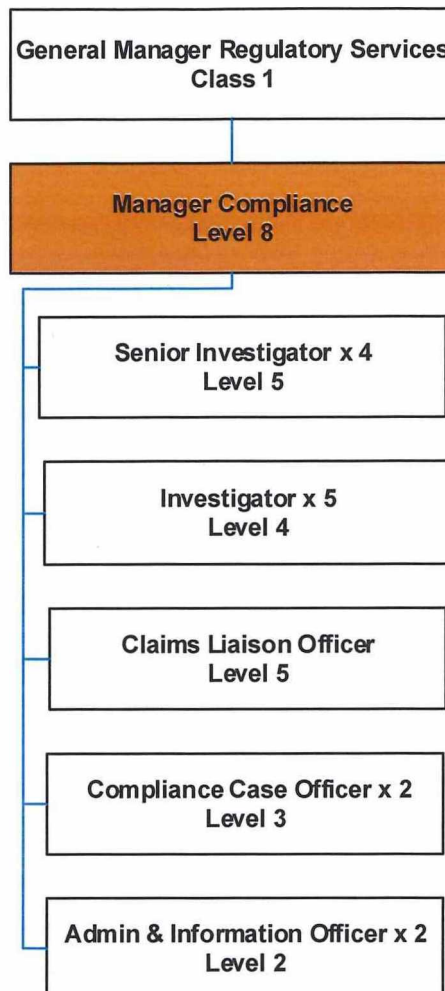
- Committed to a strong work ethic and self improvement.
- Customer focused.
- Exhibit personal integrity and professionalism.
- Innovative.





## Reporting relationships

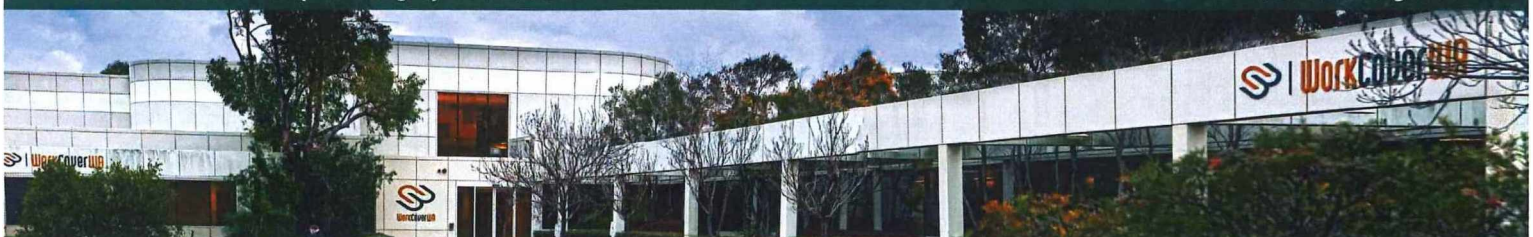
### Regulatory Services Division Employer Compliance Branch



## Selection criteria

### Essential

1. Demonstrated capacity (knowledge, skills and experience) to competently undertake the statement of duties and key responsibilities of the position.
2. Significant experience leading and managing teams.
3. Previous experience managing regulation/compliance roles.
4. Demonstrated case management experience and skills.

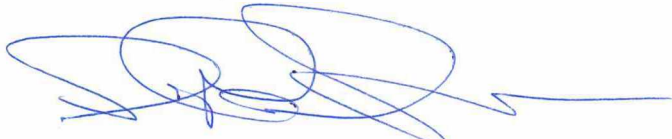


## Desirable

1. Sound knowledge of the *Workers Compensation and Injury Management Act 1981* and practical experience in its application in relation to the obligations of employers and other scheme participants.

## Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements as at 1 April 2019.



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General Manager 4/4/19.



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A/Chief Executive Officer

