



GOVERNMENT OF
WESTERN AUSTRALIA



WorkCoverWA



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

JOB DESCRIPTION FORM

ARBITRATOR (CASE MANAGEMENT)

SPECIFIED CALLING LEVEL 5 (02203897)

Key responsibilities

The Case Management Arbitrator is responsible for case managing applications to the Workers' Compensation Arbitration Service to the point of arbitration, in accordance with statutory case management requirements and current day case management principles.

Statement of duties

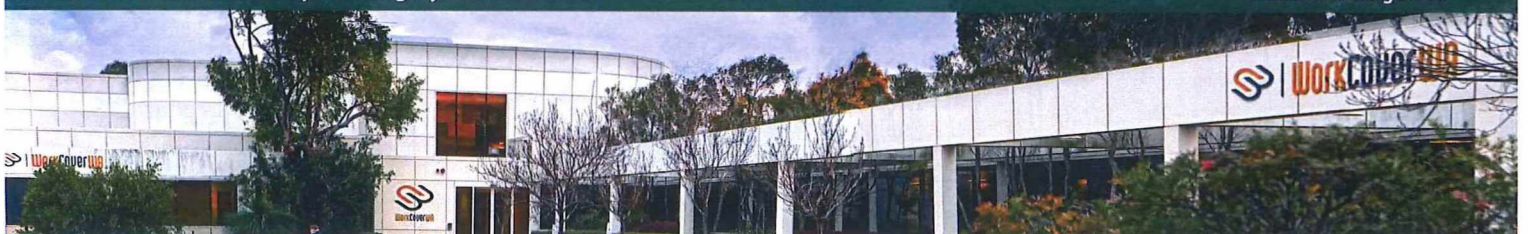
In accordance with the provisions of Part XI of the *Workers' Compensation and Injury Management Act 1981* (the Act) and the *Workers' Compensation and Injury Management Arbitration Rules*

- arrange directions hearings and the hearing of interlocutory matters in preparation of matters proceeding to arbitration;
- issue directions and interlocutory judgments tailored to enable the arbitration of applications according to their substantial merits and in a manner which is fair, just, economical, informal and quick;
- provide oral or, where required, written reasons for decisions.

Participate in effective case management and system improvements within the Arbitration Service.

Other

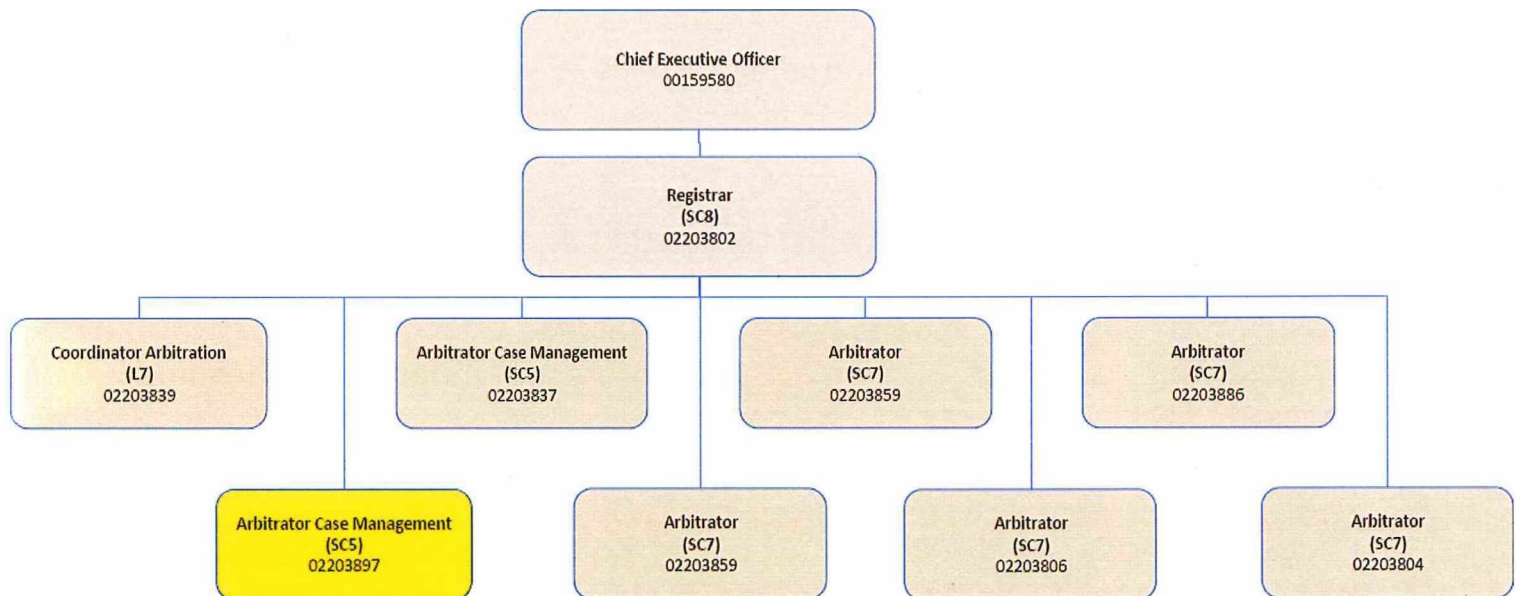
- Participates in the development and achievement of WorkCover WA's business plan, divisional plans, policies, practices and procedures.
- Fully participate in and commit to regular professional development and performance management programs.
- Participate as a member of the Arbitration Service
- Complies with the requirements of the Agency Code of Conduct and all relevant legislation including EEO, OSH and Records Management.
- 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



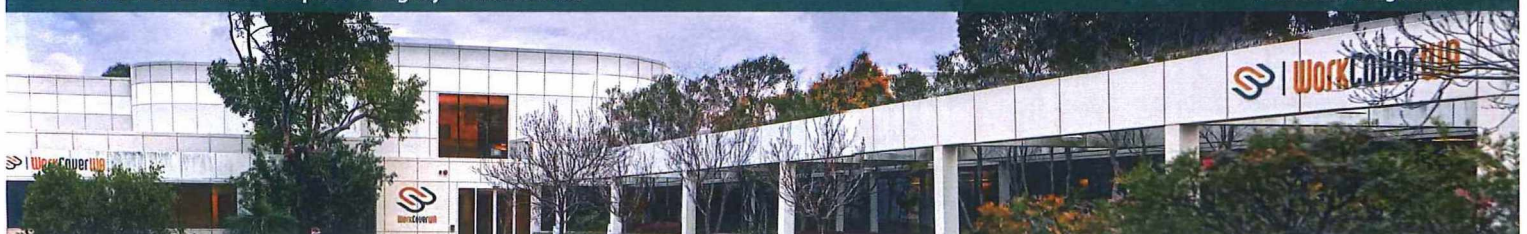
Selection criteria

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. Proven ability to interpret and apply legislation and case law.
4. Understanding of effective contemporary case management.
5. Demonstrated high level written and verbal communication skills.
6. Demonstrated ability to work constructively as a member of a team.



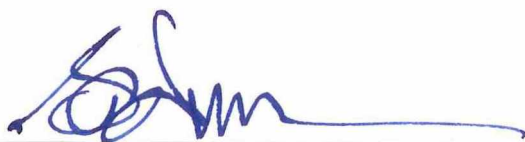


Highly Desirable work related criteria

1. Knowledge of the *Workers' Compensation and Injury Management Act 1991* 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 17 June 2020.



Registrar



Chief Executive Officer

