



Injury Management Consultant

Employee Relations

Position number	Generic
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 6
Reports to	Principal Consultant, Injury Management (Level 7)
Direct reports	Nil

Context

The Employee Relations Directorate is responsible for ensuring that industrial instruments and legislative frameworks are complied with and that employees are supported in a range of discrete human resource matters. The Employee Relations Directorate is made up of two branches: Labour Relations and Employee Support Bureau. The Directorate further provides strategic and operational advice to the Minister, Director General, school leaders and line managers on a range of employee relations matters.

The Employee Support Bureau manages occupational safety and health, injury management and workers' compensation functions for the whole of the [Department](#).

Key responsibilities

- coordinates an in-house injury management service for compensable and non-compensable cases
- provides operational and strategic advice to ensure effective and efficient management of employees with a medical condition that is impacting on their work
- provides effective communication and advisory services to assist and support worksites to manage the development and implementation of risk management strategies to reduce the impact of staff with injuries, illness or a disability
- assists in formulating and implementing proactive and preventative policies, guidelines and projects associated with injury management to reduce the costs associated with worker's compensation and sickness
- provides proactive return to work case management for lost time workers' compensation claims, as well as non-compensable injury, sickness and health matters of employees
- monitors and undertakes quality assurance of services by all external vocational rehabilitation providers and contractors

- coordinates the effective management of employee injury and illness and liaison with key stakeholders, including vocational rehabilitation providers, principals and line managers, medical services providers and the insurer.

Selection criteria

1. Demonstrated extensive skills and experience in the delivery of professional injury management and advisory services, with an in-depth knowledge of the implementation of return to work programs under relevant legislation, including the *Western Australian Workers' Compensation and Injury Management Act 1981*.
2. Demonstrated high-level communication and interpersonal skills, with the ability to conduct negotiations and resolve conflict, interact effectively with senior management and deliver advice and support in a consultative capacity.
3. Demonstrated high-level conceptual and analytical skills with the ability to apply innovative solutions to complex problems in the development and implementation of relevant return to work programs, or strategies to maintain an employee with a medical condition or injury at work.
4. Demonstrated ability to contribute to the formulation and implementation of policy and project initiatives in the area of injury management services.
5. Demonstrated ability to work cooperatively in a team environment and contribute effectively to team objectives.

Eligibility and training requirements

Employees will be required to:

- hold a recognised tertiary qualification in a related discipline
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a valid Class C Western Australian Driver's License
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 11 April 2019
Reference D19/0158560