

Injury Management Consultant

Employee Relations

Position number	Generic
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 6
Reports to	Principal Consultant (may vary depending on role) (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 work health and safety, injury management and workers' compensation functions for the whole of the Department of Education.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Coordinate an in-house injury management service for compensable and non-compensable cases.
- Provide operational and strategic advice to ensure effective and efficient management of employees with a medical condition that is impacting on their work.
- Provide 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.
- Assist 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.
- Provide proactive return to work case management for lost time workers' compensation claims, as well as non-compensable injury, sickness and health matters of employees.
- Monitor and undertake quality assurance of services by all external vocational rehabilitation providers and contractors.

- Coordinate 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 *Workers' Compensation and Injury Management Act 2023 (WA)*.
2. Demonstrated highly developed 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 highly developed 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
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a valid Class C Western Australian Driver's License
- undertake travel to metropolitan and regional schools
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 7 February 2025
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