

Position Description



Position Title	RTW & Wellbeing Officer
Department	Workforce Management
Reports to	Manager Workforce Operations
Grade	7
Date reviewed	September 2022

Primary Purpose





The RTW & Wellbeing Officer is primarily responsible for the effective management of Council's Return to Work program, ensuring workers are supported through their recovery from injury and the relevant workers compensation legislative requirements are met. The role will also be responsible for the implementation and management of wellbeing initiatives of Council

The incumbent will contribute to Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

Key Accountabilities

- Undertake the role of Return to Work (RTW) Coordinator for Council as set out in the Workers Compensation Act
- Monitor and support injured workers through the RTW process, including meeting with workers following injuries and attending doctor appointments with workers
- Collect and provide required information to Council's Workers Compensation insurer
- Provide Council staff information and training on Workers Compensation and RTW Program
- Review and update Council's RTW Program as required
- Preparation of reports on workers compensation and return to work
- Develop, implement, and manage wellbeing programs and initiatives
- Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions
- Provision of information and guidance to management and the workforce to support individual and organisational health, safety and well-being.

The employee is required to undertake any other duties, projects or tasks as directed by the Manager Workforce Operations, which are within his/her skills, competence and training.

Position Capabilities		
Capability Group	Capability Description	Level
 <p>Personal Attributes</p>	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Adept
 <p>Relationships</p>	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Adept
 <p>Results</p>	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Intermediate
 <p>Resources</p>	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Intermediate

Essential Criteria

1. NSW Return to Work Coordinator accreditation or willingness to obtain
2. Hold or be willing to study towards Cert III in Personal Injury Management or similar equivalent
3. Understanding or willingness to learn NSW workers compensation legislation and WHS legislation
4. Exceptional interpersonal skills and highly developed verbal and written communication skills
5. Demonstrated ability to work productively and make a positive contribution within a team environment.
6. Excellent ability to establish and maintain productive working relationships with internal and external stakeholders
7. Demonstrated computer skills, in particular Word, Excel and Outlook software
8. Current Class C driver's license

Desirable Criteria

1. Experience in workers compensation, injury rehabilitation, or allied health settings
2. Use of information management systems
3. Construction induction certificate (white card)

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

Name (please print)

Signature

Date