

## Position Description



### **OCCUPATIONAL HEALTH AND SAFETY/INJURY MANAGEMENT CONSULTANT (Full-time)**

*The content of this position description is based on the current anticipated needs of the new Albury Wodonga Health (AWH) entity. However, changes to this position description may be required in the near future to accommodate the evolving requirements of the new entity. Prospective employees must be accepting of this requirement.*

**Designation: OH&S/INJURY MANAGEMENT CONSULTANT  
HSUA Administrative Officers Vic Public Sector Multi Employer Certified  
Agreement 2009-2011 (Classification: HS5B)**

**Program/Unit:** Corporate Support - Human Resources

#### **Purpose of Position:**

- In Conjunction with the Director of Human Resources, responsible for the implementation of Albury Wodonga Health (AWH) Occupational Health and Safety and Injury Management program, within the defined policies of the service. This is a cross-campus position.

#### **Organisational Environment/Reporting Relationships:**

- Human Resources provides a full range of Human Resources, Employee Relations and Occupational Health and Safety (OH&S) and Workers'/Accident Compensation services for approximately 1400 staff covering 7 geographical locations in the Albury, Wodonga and Wangaratta locale.
- Responsible to the Director of Human Resources

#### **Supervisory Responsibilities:**

- This position has no supervisory responsibilities

#### **Primary Responsibilities:**

1. In conjunction with the Director of Human Resources (HRD), Senior Management and Departmental Heads, maintain AWH OH&S and Injury Management Policies and Procedures to ensure a safe working environment and safe working practices within all AWH facilities.
2. Assist the HRD in the development of OH&S business plans consistent with the overall strategies as identified by the Corporate Support Business Plan.
3. Deliver an efficient and effective OH&S and Injury Management service to all Employees and Managers of Albury Wodonga Health.
4. Areas of work that are handled, will include the following:
  - a. Implement OH&S policies, procedures and systems;
  - b. Implement Injury Management strategies designed to reduce the duration, cost and impact of Workers' Compensation claims and in turn reduce Workers' Compensation premiums;
  - c. Workers'/Accident Compensation claims management administration;
  - d. Effective leadership and management of OH&S within AWH;
  - e. Provide accurate and timely reports to the HRD, Senior Managers and the Health Service executive; and

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- f. Provide high level professional advice on OH&S, Injury Management and Workers' Compensation to the HRD, Senior Managers and the Health Service Executive.
5. Effective consultation and engagement of relevant internal and external stakeholders in the development and implementation of the OH&S, Injury Management and Workers' Compensation framework;
6. Promote quality activities within the department.
7. Prepare statistics, reports, presentations and other documents as required, including researching of comparative information as required.
8. In conjunction with the HRD, ensure that the Health Service meets relevant legislative (NSW, Vic. and Federal) requirements as appropriate, in relation to OH&S, Injury Management and Workers' Compensation.
9. Provide efficient and effective customer service, dealing with queries promptly and in a courteous, helpful and friendly manner.
10. Establish and maintain accurate and comprehensive records for staff as required.
11. Ensure that EEO principles and regulations are adhered to.
12. Participation as the HR representative, as appropriate, in any of the Health Services' committees or working groups or act as the HR representative, as directed by the HRD, at external forums/meetings.
13. Promote an organisational climate conducive to learning and professional growth.
14. Maintain a personal professional development program as agreed with the HRD.

### **Specific Delegations:**

- To be agreed through the Executive Committee.

### **Performance Appraisal:**

- Review of performance within six months after commencement and annually thereafter.

**SELECTION CRITERIA**

**MANDATORY CRITERIA**

- KSC 1 Possession of Tertiary Qualifications appropriate to the responsibilities of the position (HRM/Injury Management/Safety or other relevant field) or equivalent extensive experience, skills and knowledge.
- KSC2 Demonstrated OH&S/Injury Management knowledge and technical experience in a large and complex organisation.
- KSC3 Current drivers licence.

**KEY SELECTION CRITERIA**

- KSC4 Demonstrated problem solving and planning skills with the ability to identify, design, implement and coordinate specific interventions to mitigate risks and liabilities in consultation with key stakeholders.
- KSC5 Highly developed interpersonal, communication and negotiation skills.
- KSC6 Demonstrated capacity to coordinate and promote decision making within a cooperative and collaborative environment.
- KSC7 Ability and experience in Award and Legislation interpretation (incl: OH&S, EEO etc)

**NOTES:**

A current National Police Check should be provided at time of appointment.

AWH is the principal regional health care provider in the event of disaster and emergency. The occupant of this position understands and acknowledges that he/she may be required to work as assigned if requested to meet the Health Service's responsibilities in the event of a disaster or emergency situation.

While this position description reflects the current duties and responsibilities, it is not to be interpreted as all inclusive. It may be subject to review from time to time.