



Position Description

Position Title:	Return to Work and Wellbeing Coordinator (PN 303)		
Position Type:	Temporary Full-Time (30 months)		
Department:	People and Culture		
Date Approved:	September 2023	Version Number:	2
Hours per week:	35	Award Classification:	Band 3 Level 2
FTE	1	Salary Classification	Grade 5

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employee's key performance indicators as part of their annual performance review. Position Descriptions may be amended from time to time in accordance with the business needs and in consultation with the incumbent of the position.

1. Primary Objective (Role Purpose)

Provide professional advice, coaching and support through a partnership approach with management and employees. This position will be responsible for the management and return to work of injured workers, and employee health and wellbeing programs.

2. Key Accountabilities

- Manage Councils workers compensation claims process to ensure legislative compliance and to support the timely and appropriate decision making by stakeholders.
- Act as Council's principal return to work (RTW) coordinator providing coaching and advice to others including other RTW coordinators, medical providers, and rehabilitation practitioners to enable the effective and durable return to work of injured workers and minimise lost time.
- Research and develop policies and procedures related to workplace health and safety, employee wellbeing and workers compensation to ensure current best practice is in place across Council.
- Develop and oversee implementation of a corporate health and safety plan that incorporates programs to proactively address workplace risks and support employee health and wellbeing.
- In conjunction with Council's People and Culture professionals identify and oversee the provision of health and fitness assessment processes including those used for pre-employment screening to promote best fit between employee and position.
- Develop and oversee implementation of Council's Equity and Diversity Plan in support of Council's commitment to employment equity and a respectful, tolerant working environment.
- Contribute to the formulation of the annual WHS and Workers Compensation budget and the monitoring of expenditure so that financial resources are prioritised and used to optimum effect.
- Contribute to reporting requirements as outlined within Council's Workforce Management Plan to enable progress against indicators to be communicated on a regular basis.
- Coordinate the delivery of Council's Drug & Alcohol testing program.

3. Core Competencies (Knowledge Skills and Experience)

Qualifications

- Diploma (or higher) qualification in a relevant discipline such as work health and safety or health science or equivalent
- Accredited Return to Work Coordinator
- Current Class C Driver licence
- Current Senior First Aid Certificate (desirable)
- Certificate IV in Workplace Assessment and Training (desirable)
- Current WorkCover certificate(s) in General OHS Induction (desirable)

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Experience

- Demonstrated experience in an injury management role
- Experience in interpreting and implementing the requirements outlined in the WHS Act and Regulation and the Workers Compensation and Injury Management Act

Skills

- Strong influencing and coaching skills including demonstrated grievance resolution, counselling, and mediation skills
- Investigative and problem-solving skills
- Presentation and group facilitation skills
- Advanced report writing skills including the demonstrated ability to develop policies and procedures
- Intermediate to Advanced MS Office skills

4. Supervision Received

This role reports to the Manager People and Culture.

5. Supervision Exercised

Nil.

6. Delegations

The Employee Safety and Wellbeing Coordinator will exercise the functions of the Council as delegated to the position.

7. Council Overview

Bellingen Shire Council Local Government Area covers approximately 1,600 square kilometres and has an estimated population of 13,219. Bellingen Shire Council is the gateway to the world heritage listed Dorrigo National Park and has an abundance of natural assets. The Local Government Area is home to significant local and state infrastructure and Waterfall Way is a key east, west commuter corridors between the Pacific Highway and the New England Highway. Council is committed to being connected, sustainable and creative.

8. Our Values



Service Ethic /
Commitment



Professionalism



Respect



Teamwork



Integrity



Communication

The guiding principles of respect, professionalism, integrity, teamwork, communication, and service commitment define how Bellingen Shire Council strengthens its working environment to deliver on the aspirations of our community.

9. Expected Behaviours

All employees must adhere to Council's Code of Conduct and undertake their role in accordance with the policies and procedures of Council.

Council is committed to the following important principles and practices:

Workplace health and safety (WHS)

All employees have responsibility for implementation of our WHS systems and procedures and to ensure they work in a manner that maintains the safety, health and welfare of themselves and others at the workplace.

A professional working environment free from discrimination, harassment, and victimisation

It is the responsibility of all employees to ensure that proper standards of the conduct are upheld in the workplace. Behaviour which contravenes these standards will not be tolerated.

Economic, environmental, and social sustainability

Employees are required to consider these three strands of sustainability in all work-related decisions. In addition, employees are expected to adopt work practices consistent with this commitment and take action to reduce waste, prevent pollution and minimise the use of natural resources and energy.

10. Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding, and accepting the contents of this document. I accept that, with consultation, my duties and delegations may be modified by Council from time to time as necessary.

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