


Job Description Details	
Job Title	Injury Prevention and Management Lead
Department/Division	Safety & Health, People Services
Reports to	Manager, Safety and Health
Direct Reports	Nil
Agreement	Brightwater Care Group Staff Agreement

Brightwater Mission
<p><i>Pursuing the Dignity of Independence</i></p> <p>For Brightwater, no one is beyond care. Here, we value the potential that lives inside each and every one of us, no matter what that looks like. Our amazing ability to strive towards our best self every day, to keep learning and to keep growing. This drives all that we do. Sure, it's not always easy, but this journey that we're on together comes with its own reward. This pursuit of independence brings with it the dignity of control over our own lives. And everyone deserves the right to pursue that.</p>

Commitment to Mission and the Brightwater Spirit
<p>Embrace and apply the Brightwater Spirit – our values and behaviours – in all interactions with staff and customers. Our commitment to the Brightwater Spirit enables us to achieve our Mission, <i>Pursuing the Dignity of Independence</i>.</p> <p>Caring We care for and about each other. We work together to provide inclusive and relevant services in ways that meet the needs and goals of our clients.</p> <p>Authentic We are open and genuine, enabling us to build meaningful relationships with our clients and each other.</p> <p>Progressive We are inspired to continuously improve ourselves and our services for the benefit of our clients.</p> <p>Courageous We find strength in order to make a difference.</p>

Diversity and Inclusion Statement
<p>At Brightwater, we welcome people with the full diversity of life experiences, thoughts and beliefs. We foster a culture of inclusion, collaboration and innovation where our clients and staff can flourish.</p>

Position Purpose
<p>The Injury Prevention and Management Lead is a key position with the dual purpose of:</p> <ul style="list-style-type: none"> Supporting injured employees to return to work safely and successfully within fit-for-purpose frameworks and processes; including private rehabilitation, return to work programs and the workers' compensation system. Partnering with business leaders and at-risk employees to develop and implement measurable initiatives that reduce safety incidents and injuries and improve Brightwater's safety performance.

Job Title	Revision	Date	Author	Approved	Page 1 of 3
Injury Prevention and Management Lead	2	01/02/22	Recruitment Lead	 Chief People & Culture Officer	
UNCONTROLLED WHEN PRINTED					

Key Duties/Accountabilities

1. Oversee and coordinate the management of work-related and non-work related injuries/illness. This includes, but is not limited to: active case management, including of workers' compensation claims and rehabilitation options; facilitating and accompanying workers to medical appointments; implementing return to work programs; attending medical case conferences, workers' compensation informal conferences, conciliations and arbitrations; liaising with Payroll and site administration to ensure accuracy of wages and appropriate rostering; working closely with Brightwater's insurance provider and external claims specialists; providing guidance and advice to senior decision-makers in relation to the resolution of complex claims; and collaborating with leaders and HR to achieve optimal outcomes.
2. Act as the first point of contact in response to workplace injuries and triage incidents to ensure appropriate medical management strategies are implemented, educating employees on their available options through Brightwater's Injury Management Program.
3. Provide and coordinate effective and timely support in relation to incident investigations, actively guiding the Safety and Health team to identify root causations.
4. Support the development and implementation of safety and injury management platforms, systems and databases; ensuring information is easily accessible and simple to complete for the end user.
5. Utilise and optimise data intelligence to analyse, report on and investigate injury management trends, identifying opportunities to develop and design measurable injury prevention programs in collaboration with the Safety and Health Team and key stakeholders.
6. Develop effective strategies in collaboration with leaders to achieve successful return to work outcomes through the creation, implementation and evaluation of employee-centric, commercially-sound action plans.
7. Provide expert advice, guidance and education to leaders regarding the appropriate management of employee injuries, illnesses and conditions.
8. Drive performance improvements throughout all elements of the injury management process.
9. Contribute to the development, review and effective implementation of injury management policies, procedures and practices utilising a collaborative, continuous improvement approach.
10. Provide guidance and education to the Safety and Health team to develop skills in the management of work-related and non-work related injuries/illnesses.
11. Review the health information of employment candidates to determine relevant medical review requirements.

Key Working Relationships

1. Service leaders and managers.
2. Brightwater employees.
3. People Services team members; in particular, Safety and Health, Recruitment, HR and Learning & Development.
4. External providers, including workers' compensation insurance provider and broker; claims and injury management consultants; specialist medical and rehabilitation providers, such as medico-legal, occupational health providers and vocational rehabilitation service providers; and after-hours triage operator.

Professional Development

1. Accept responsibility for updating/developing own knowledge/skills in relation to professional practice.
2. Actively participate in opportunities for performance feedback with a growth mindset, including reviews and check-ins; reflect on own performance and set goals.
3. Complete essential training courses within the required timeframes and embed learning outcomes to continuously improve skills and work performance.
4. Attend and contribute to staff meetings/discussions and collaborate with team members to improve outcomes.

Job Title	Revision	Date			Page 2 of 3
Injury Prevention and Management Lead	2	01/02/22			
UNCONTROLLED WHEN PRINTED					

Safety and Health

1. Actively promote a positive safety and health culture by caring for self and others, demonstrating attention to physical, mental, emotional, cultural, and psychological safety.
2. Take proactive and responsible actions to avoid, eliminate or minimize hazards.
3. Accept responsibility for understanding and recognising the risks and hazards associated with work duties.
4. Report all incidents, hazards, and injuries immediately.
5. Use equipment, such as personal protective and manual tasks equipment, as trained and required.
6. Adhere to infection control principles and practices.

NDIS Risk Assessment

This position is not considered to be a risk assessed role and therefore does not require the person to hold an NDIS Worker Screening Check.

Other Information

This position is required to work flexibly to meet the expectations of the role. This includes frequent travel to locations across the wider Perth metropolitan area and availability after hours, including undertaking on-call responsibilities as required.

Selection Criteria – Qualifications, Skills, Knowledge, Experience

1. Relevant tertiary qualification in safety and health, allied health or related discipline.
2. Demonstrated experience managing workers' compensation claims in a complex health organisation or insurance provider, including experience representing an employer through WorkCover processes.
3. Demonstrated experience triaging an injured worker, determining appropriate medical management pathways and guiding the worker through to recovery.
4. Comprehensive understanding of medical terminology, workers compensation legislation and the claims management process.
5. Experience directing incident investigation priorities to determine the root cause of an injury.
6. Strong attention to detail, analytical thinking and problem-solving skills.
7. Strong customer focus, emotional intelligence and empathy skills with the ability to balance commercial outcomes.
8. Excellent written, verbal and interpersonal communication skills in various environments and the ability to inclusively communicate with a diverse range of people, building successful relationships.
9. Excellent computer skills with sound knowledge of Microsoft Office applications and experience in the use of safety databases and management software (SolvInjury preferred).
10. Experience in the development and delivery of training and presentations.
11. Demonstrated ability to prioritise workload, work effectively under pressure, problem solve and use resources effectively, safely and efficiently.
12. Satisfactory National Police Certificate obtained within the last 12 months and a current Western Australian 'C' Class driver's licence.

Job Title	Revision	Date		Page 3 of 3
Injury Prevention and Management Lead	2	01/02/22		
UNCONTROLLED WHEN PRINTED				