

Position Description

Position Title:	Principal Health and Wellbeing Officer
Position Number:	TBA
Department:	People, Culture and Safety
Reports To:	Safety and Wellbeing Coordinator
Supervises:	1 x Wellbeing Officer

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The People, Culture and Safety (PCS) Department works in partnership with all divisions of Council with a focus on ensuring Council builds the capacity of its employees and business to achieve its long-term strategic and operational goals.

Position Purpose

Reporting to the Safety and Wellbeing Coordinator, this position leads the Health, Wellbeing and Rehabilitation team, providing expert advice to all levels of the organisation to ensure it maintains best practice as well as delivers on legislative requirements. This role is a key contributor to promoting Health and Wellbeing initiatives, the Rehabilitation policy, workers compensation focusing on providing early intervention and fit for role programs. This position is required to coach, mentor and professionally develop the Safety and Wellbeing Team, as well as Divisional Managers and Coordinators in all matters related to wellness and rehabilitation.

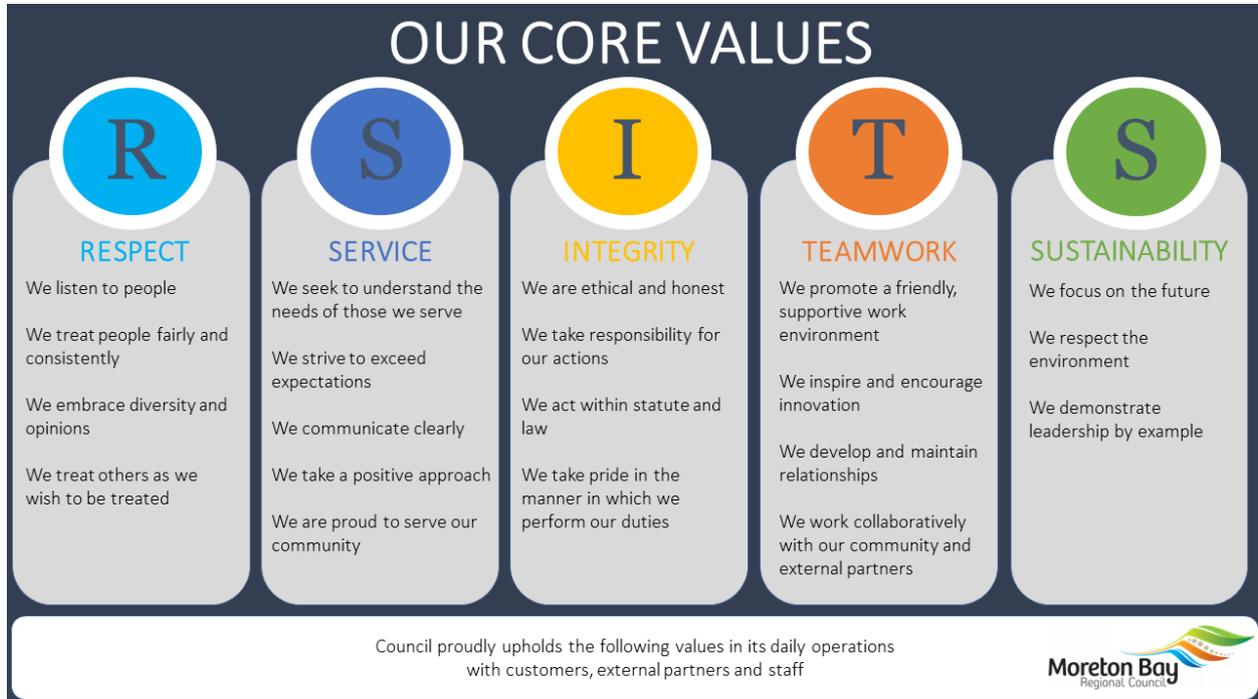
Specific Accountabilities

Description
Leadership and Planning
Lead the wellbeing function, program and strategy of MBRC.
Lead a range of health and wellbeing activities and programs in collaboration with the PCS team for employees to improve their health and wellbeing.
Lead the provision of a professional and supportive link to injured team members, medical professionals, and the insurer, developing and monitoring appropriate return to work programs.
Lead the provision of best practice advice for workers compensation, rehabilitation, and return to work matters by providing clear and concise information, sound advice, innovation and problem solving for management.
Act as the lead influencer and spokesperson for promoting, driving and adopting a 'safety first' culture within Council's workforce.
Organising and Operating
Actively develop and implement mental health and wellbeing strategies that align with the demands of individual Divisions and the wider demographics within MBRC.
Provide a professional and supportive link to injured team members, the medical team, and the insurer and develop and monitor appropriate return to work programs, reducing the number of workplace injuries.
Ensure team members, clients, patients, residents and visitors are safe and accurately report any incidents, hazards and near misses in a timely and professional manner.

Provide support and guidance to staff on general welfare, psychological wellbeing, and personal health.
Provide evidence-based health and wellbeing programs, where activities and strategies are implemented and efficiently coordinated according to appropriate timelines.
Strengthen and reinforce the health promoting environment of MBRC by developing overarching strategies that help make the healthy choice the easy choice across all aspects of health and wellbeing for all team members.
Manage and provide support to individuals and managers through MBRC Employee Assistance Program (EAP), including reporting on key trends and issues to senior leadership and developing interventions and proactive actions in response.
Collate, analyse, interpret, evaluate and present data regarding health and wellbeing activities for reporting and decision-making purposes.
Develop and implement evidence-based, effective and targeted wellbeing initiatives, injury prevention and other programs for employees.
Efficiently and effectively manage the coordination of workers' compensation applications, rehabilitation plans including approved suitable duties and return to work programs, and administrative activities including but not limited to preparing extensive case notes and supporting documentation associated with claims management.
Provide support and coordinate return to work and associated programs for non-work-related injuries in accordance with relevant policies and procedures.
Develop, maintain and improve internal and external processes and systems for rehabilitation and wellbeing.
Maintain up-to-date welfare records which comply with Data Protection and Health and Safety regulations.
Support continuous improvement in the business performance of Wellbeing and effectively contribute to raising awareness to reduce workplace absence.
Workforce Capability
Contribute to recruitment, induction, training and performance management of reporting staff.
Ensure reporting staff are well trained in the safe working requirements and procedures of Council and any special safety requirements of operations or specific sites relevant to your team are well understood.
Develop and maintain a work environment that encourages participation, teamwork, innovation and excellence effectively address any staffing issues, communicating regularly with the PCS team and building commitment to service performance improvement.
Support recovery-oriented assessment and interventions in collaboration with employees and MBRC.
Quality and Compliance
Ensure compliance with all legislation, approved standards, policies and procedures relating to rehabilitation and workplace health and safety practices and processes.
In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.
Contribute to identification and management of risks applicable to the team, and ensure that key risks facing the team are understood and appropriately managed.
Cooperate with any requests for information and records that are sought by the Manager Legal as part of any official investigation.
Community Development and Stakeholder Relations

Collaborate with internal and external stakeholders, management and EMT to develop and deliver a Wellbeing Strategic Plan.

Collaborate with Safety Business Partners, People and Culture Business partners in understanding different parts of the business requirements and delivering programs in response to the business needs.



Position Dimensions

Staff Resources: 1 FTE
Section or program budget: Nil

Decision Making Authority

Policy: Interprets and applies policies

Delegations: Delegations under the *Local Government Act* and as directed and published in Council's *Delegations Register*.

Knowledge, Experience, Qualifications and Attributes

- Tertiary qualification in Human Resources, Workplace Health and Safety or another relevant field.
- Occupational Therapy qualification desirable
- Extensive knowledge and demonstrated experience in the understanding and application of relevant frameworks and legislation covering the contemporary workplace. This includes the Workers' Compensation and Rehabilitation Act 2003, and the Work Health and Safety Act 2011.
- Demonstrated experience working in a rehabilitation and wellness role across a diverse, multi-site operation and within a self-insured environment. Local Government experience will be highly regarded.
- Demonstrated experience managing wellness and rehabilitation programs within a structured Management System.
- Adaptable and able to change focus on short notice and to work within tight deadlines.
- Strong research, analytical and problem-solving skills as well as expert level verbal and written communication skills to undertake duties such as developing and delivering

presentations, writing detailed reports, and providing advice, direction and support to key stakeholders.

- Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.
- Proficient in using Microsoft Office suite of programs, particularly Outlook, Microsoft Word and Microsoft Excel and an ability to develop proficiency with council's software programs.
- Demonstrated experience in components of effective project management, including planning and development, implementation and evaluation.
- Ability to provide one on one and group coaching.
- Demonstrated ability to work independently and innovatively.
- Demonstrated ability to maintain a high level of confidentiality.
- Highly effective ability to participate in meetings and events at all levels of the organisation.
- Commitment to and willingness to participate in continuing training and education related to area of employment.
- Certified Return to Work Coordinator.

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____