

WorkSafe Tasmania

Asbestos Compensation Claims Manager (356374) – Statement of Duties

Objective

The position is responsible for the effective co-ordination and administration of the day to day operations of the Tasmanian Asbestos Compensation Scheme. The position supports the Asbestos Compensation Commissioner in the provision of authoritative advice and assistance to workers, and their families, suffering from asbestos-related diseases, assessment of claims for compensation and providing associated recommendations.

Duties

- Provide authoritative support, advice, guidance, and education in relation to asbestos compensation to workers, their families, stakeholders, and the community in general.
- Assess and investigate claims for compensation and provide appropriate recommendations to the Asbestos Compensation Commissioner.
- Manage a case load and coordinate the payment process of compensation benefits and entitlements to claimants.
- Lead and manage the operational unit, including the assigned human, physical and financial resources, and implement appropriate procedures, practices and systems to ensure the efficient operation of the Asbestos Compensation Scheme.
- Provide high-level administrative support to the Asbestos Compensation Commissioner and Director Compensation Schemes, including the preparation of high-level documents and correspondence.
- Ensure the provision of effective and efficient client services to applicants and assist in the resolution of complex issues as they arise.
- Other duties as directed.

Level of responsibility

- This position is responsible for the day to day management of the business unit and for achieving outcomes in accordance with departmental and branch objectives. Responsible for providing detailed briefings and advice to the Asbestos Compensation Commissioner and Director Compensation Schemes.
- Provide adequate instruction, information, supervision and training for your team members, depending on the nature of their work.
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act.
- Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for contributing to our values based

workplace culture, leading your team in a values based manner, ensuring your team uphold the values and role modelling the values.

Direction and supervision received

- Limited supervision and broad direction is provided by the Director Compensation Schemes. The occupant is expected to exercise initiative and judgement to resolve complex issues, and is required to operate with significant independence and autonomy.

Selection criteria

1. Sound knowledge and understanding of the *Asbestos-Related Diseases (Occupational Exposure) Compensation Act 2011*, including the relevant medical framework, or the ability to quickly acquire such knowledge and interpret and apply relevant legislative provisions.
2. Demonstrated experience and capacity to provide authoritative and comprehensive advice in a claims management or similar context, and a proven ability to resolve complex issues and handle sensitive matters with discretion and confidentiality.
3. High level self-management skills and demonstrated capacity to plan, organise, schedule and deliver priorities, within set timeframes and in an environment subject to competing work pressures and change.
4. Demonstrated strategic, conceptual and analytical skills, including an ability to understand and identify relevant issues, contribute to organisational priorities, and ensure effective and efficient service delivery.
5. Excellent interpersonal and communication skills, including written and verbal, and the proven ability to build and sustain positive relationships with a broad range of internal and external stakeholders.
6. Highly developed skills in conducting research, enquiries and investigations, together with the ability to exercise sound judgment in formulating recommendations and preparing clear and concise documents that are fit for purpose.
7. Proven ability to lead and manage an operational unit, oversee assigned human, physical and financial resources, and be able to apply the requirements of the relevant WHS legislation in your area of responsibility.

Essential requirements

- Nil

Desirable requirements

- A degree or tertiary qualification in a relevant discipline.
- Previous experience in a regulatory or legislative environment, and claims or case management.

Position Summary

Title	Asbestos Compensation Claims Manager
Number	356374
Award	Tasmanian State Service Award
Classification	General Stream Band 6
Division	WorkSafe Tasmania
Full Time Equivalent	1.0
Output Group	Regulatory Services
Branch	Compensation Schemes Unit
Supervisor	Director Compensation Schemes
Direct Reports	One
Location	Rosny
Position category and funding	T622