

RETURN TO WORK & OHS COORDINATOR POSITION DESCRIPTION

PEOPLE AND CULTURE DEPARTMENT CENTRAL OFFICE, COLLINGWOOD

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

Position	RTW & OHS Coordinator
Department	People & Culture
Hours	Full Time
Hours per week	38 hours per week (0.5 RTW & 0.5 OH&S)
Duration	Ongoing
Location	This position is based at Hoddle Street Collingwood. Travel will be required.
Reporting Relationship	This position reports directly to the Human Resources Manager, People & Culture
Effective date	November 2021

Overview of Department

The People and Culture Department is responsible for providing comprehensive Human Resources Services to the organisation which consists of approximately 1,450 employees and 2,300 volunteers.

Position Objectives

Reporting to the HR Manager, and supported by a RTW Coordinator and Health Safety & Wellbeing (HSW) Manager the position has two responsibilities. The position of OH&S Coordinator at 0.5 and the remaining 0.5 component of the position will be responsible for Return to Work for the organisation in a shared capacity.

1.	To ensure provision of efficient and effective injury management and return to work practices and processes.
2.	Provide guidance and advice to Program Managers and Supervisors in OHS systems, policies, processes and best practice to ensure legislative compliance is met.
3.	To support the HSW Manager in maintaining safe systems of work for the organisation.

Key Responsibilities

Return to Work Coordinator:

1.	Ensure that the most effective return to work approaches are consistently applied including a dynamic approach to early intervention.
2.	Liaise with Worksafe agents, health practitioners, rehabilitation providers, claimants and relevant departments to achieve timely return to work of ill or injured workers.
3.	Coach managers and supervisor to develop their knowledge and understanding of workcover compensation and injury management obligations.

4.	Manage WorkCover claims and ensure they are implemented in accordance with the Workplace Injury Rehabilitation and Compensation Act 2013, its associated Regulations and Anglicare's policies and procedures.
5.	In collaboration with the Employee Administrative Assistant, record and maintain WorkCover claims via injury management database and to report on these claims as requested and actively participate in WorkCover reviews.

OHS Coordinator Responsibilities:


1	In consultation with the OHS Specialist develop, implement and review systems to promote excellence in workplace health, safety and wellbeing.
2	Communicate OHS policy and procedures to all key parties; internal (Management, HSRs, OHS Committees) and external (Worksafe, Union reps) to ensure legislative compliance is met.
3	Manage incident and hazard reporting systems and incident investigations as required.
4	Provide information, statistics and feedback to the OHS Specialist and HR Managers on health, safety and wellbeing performance for the purposes of Anglicare Victoria Executive and Board reports.
5	Work with Anglicare Victoria OHS Specialist to ensure appropriate systems are implemented and maintained for Emergency Management, OHS audits, HSR recruitment and training and site inductions.
6	Responsibility for notifying WorkSafe of notifiable incidents, and managing subsequent service visits, inspections and compliance with OHS recommendations from the Authority.

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. Each of the role specific criteria are to be addressed individually (no more than 2 pages in total).

 Role Specific	1. A relevant tertiary qualification in OH&S with accreditation as a Return to Work Coordinator and minimum of 2 years relevant experience preferably in the Community Services industry.
	2. Demonstrated knowledge and experience in OHS, and Injury Management/ Return to Work including the ability to implement, maintain and monitor relevant systems.
	3. Well-developed interpersonal communication skills, including ability to collaborate and work with managers to bring about change.
	4. Excellent verbal and written communication skills, including well developed report writing, and negotiation skills.
	5. High level proficiency in a range of computer-based applications including Microsoft Office programs Outlook, Word, Excel and PowerPoint.
	6. Proven ability to coach, develop and share knowledge with others.
	7. Self-starter with initiative, working as part of a dynamic team, and a commitment to working respectfully with individuals.

Key Selection Criteria (continued)

b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the two nominated capability groups; **Personal Qualities** and **Relationship and Outcomes** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

Personal Qualities



Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

Relationships and Outcomes



Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

Leading People



Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
