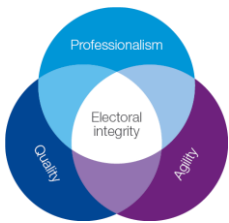


# Injury Management Advisor, APS 5

## Position Details

<b>Job Reference Number</b>	Various	<b>Title</b>	Injury Management Advisor x 2 positions
<b>Classification</b>	APS 5	<b>Division/ Branch</b>	Corporate Services Branch
<b>Status</b>	Ongoing	<b>Section</b>	People Services Section
<b>Salary Range</b>	\$71,783 - \$78,668	<b>Location</b>	National Office, Canberra
<b>Contact Person</b>	Leeanne Watson	<b>Contact Number</b>	02 6271 4689
<b>Date Applications Open</b>	21 December 2017	<b>Date Applications Close</b>	31 January 2018
<b>Reports to</b>	APS6 WHS Governance and Injury Management Advisor	<b>Direct Reports</b>	0

## Agency Purpose



The Australian Electoral Commission (AEC) is an independent statutory authority established by the Australian Government to maintain an impartial and independent electoral system for eligible voters through active electoral roll management, efficient delivery of polling services, and targeted education and public awareness programs.

### The AEC's values and commitments

The AEC values and commitments are an essential component of our operating environment and frame how AEC staff work. The AEC's focus is on electoral integrity through the values of **quality**, **agility** and **professionalism**.

## Locations

The AEC is geographically diverse with a [National Office](#) in Canberra, a [State Office](#) in each state capital and a Northern Territory Office in Darwin. Each state is divided into electoral divisions (there are 150 across Australia), which may alter in accordance with changes to the distribution of electoral boundaries.

## Work Environment

The Corporate Services Branch (CSB) is responsible for providing a broad range of corporate services to support the strategic focus of the AEC and the work environment across the AEC. There

are five sections within CSB and this position sits within People Services Section which is responsible for recruitment and separations, the graduate program, awards and recognition, studybank, work health and safety, injury management, workforce reporting, workforce planning, diversity and HR strategy.

The AEC is committed to the APS values of being impartial, committed to service, accountable, respectful and ethical.

## Job Summary

These positions require a person with the knowledge, experience, and skills to achieve effective return to work outcomes. The Injury Management Advisor will perform the role of case manager for ill and injured employees. In this role you will be responsible for managing a case load to reach satisfactory outcomes for both the employee and the AEC, this will include appointment of rehabilitation providers, consulting with medical professionals and Comcare. You will be required to provide advice and guidance to staff and management and facilitate return to work processes and the agency's Respect at Work provisions. The Injury Management Advisor may also be required to work across other function of the team and support work health and safety and workforce reporting.

The Injury Management Advisor is part of the Workplace Health and Strategy Team and reports directly to the WHS Governance and Injury Management Advisor.

## Our Ideal Candidate

Our ideal candidate will, preferably, have completed a relevant qualifications in work health and safety/injury management, or be willing to obtain these qualifications. They will also have to be familiar with and work within the guidelines of the Safety Rehabilitation and Compensation Act 1988, Work Health and Safety Act 2011, the Public Service Act 1991, and AEC policy and guidelines.

## What we can offer the successful candidate

The AEC offers employees the opportunity to participate in election-related activities in a hands-on capacity through our election readiness program, placement program, and other training as well as providing eligible employees access to the following under our current Enterprise Agreement 2016-19:

- flexible working arrangements
- study assistance
- development opportunities
- a retention payment for electoral events

## Duties

The Injury Management Advisor will:

- provide quality case management support and coordination following an injury/illness to promote prompt and sustainable return to work, in accordance with legislative requirements, the agency's rehabilitation management system (RMS) and AEC policy/procedures;
- advise managers and staff on early intervention and injury management/return to work strategies and workers' compensation processes and entitlements;
- contribute to the development, implementation and audit and review of work health and safety and RMS procedures, guidelines and policies;
- monitor and provide reporting on the RMS, injury management issues, including Comcare premium and injury trends to inform early intervention strategies, as well as respond to audit recommendations and/or outcomes;
- contributes to election preparation and delivery activities in accordance with the election readiness framework, according to individual accountabilities and responsibilities;
- coordinate the completion of Worker's Compensation claim forms and associated documentation;
- actively manage Comcare Approved Rehabilitation Providers to ensure safe and durable rehabilitation outcomes;
- monitor costs associated with case management;
- provide case management reports to medical personnel, Comcare, Comsuper, Administrative Appeals Tribunal and legal professionals, as required;
- maintain high quality rehabilitation records;
- work within identified key performance indicators and/or service level agreements; and
- perform additional duties or assume responsibility of functions as directed by the Management as required.

During an electoral event you may be required to:

- assist the team in ensuring that all locations and facilities meet all WHS standards and requirements; and
- assist the team in ensuring all additional staff are aware of their responsibilities and who contact in the event of an injury or illness.

## Politically Sensitive Position

*Any person who is, and is seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.*

## Security Requirement

This position is a position of trust. The occupant must be able to obtain and maintain a baseline level security clearance, or hold a current security clearance of an appropriate level.

## Selection Criteria

Please provide a statement of claims (maximum 2 pages) describing how your skills, knowledge, experience and qualifications would enable you to perform the duties of this role - it is not necessary to address each individual dot point.

An up to date resume should also be submitted.

## Order of Merit

An order of merit may be created and utilised within 12 months from the position being advertised.

## How to apply

All applications must be submitted online at: <http://www.aec.gov.au/employment/> prior to the closing date.

Your application must include the following:

- An up to date resume
- A candidate coversheet
- A maximum two page pitch addressing your statement of claims

## Notes

Please note: Candidates may be required to undertake psychometric testing as part of the selection process.