

POSITION DESCRIPTION

POSITION TITLE:	Health and Wellness Advisor
POSITION NUMBER:	10634
AWARD:	QLD Local Government Industry (Stream A) Award – State 2017
CERTIFIED AGREEMENT:	Central Highlands Regional Council Certified Agreement
AWARD CLASSIFICATION:	5
REPORTS TO:	Manager Safety and Wellness
REPORTING DEPARTMENT:	CEO Office

POSITION OBJECTIVE

The Health and Wellness Advisor is responsible for injury case management in line with legislation and promoting health and wellness initiatives by providing support, advice and guidance to council and ensuring a high level of service provision by occupational health service providers.

KEY RESPONSIBILITIES

- 1. Organisational Development.** Provide coaching, support and advice on workers' compensation and non-work related matters, and health and wellness initiatives.
- 2. Legislative and other Interpretation.** Provide accurate technical advice around interpretation of legislation impacting on workers compensation and work health and safety, and other medical assessments and/or reports.
- 3. Case Management.** Work closely with relevant stakeholders (e.g. Local Government Workcare, medical professionals, safety advisors, supervisors and affected workers) to ensure appropriate case management with an emphasis on minimising lost time and facilitating early return to work on suitable duties/return to pre-injury duties.
- 4. Data Integrity.** Maintain accurate records in line with council's record keeping policy and procedures and the Safety and Wellness team's protocol with an emphasis on attention to detail and confidentiality.
- 5. Projects.** Work closely with relevant stakeholders (in particular, the Safety and Wellness Manager) in the strategic planning, implementation and continuous improvement of key projects (e.g. Corporate Wellness Program).
- 6. Reporting.** Compile and/or contribute to reporting as required.
- 7. Culture.** Lead by example and promote a culture that is built on personal responsibility for the safety and wellness of oneself and others.
- 8. Safety Management System.** Develop, implement, monitor and review health and wellness policies and procedures and contribute to the effectiveness of council's Safety Management system.

Additionally you may be required to conduct other duties as lawfully directed by the Manager.

POSITION SPECIFIC REQUIREMENTS

Mandatory:

- Tertiary in allied health or a safety related discipline (or lesser qualification but with significant experience)
- Rehabilitation and return to work accreditation
- Cert IV in Training and Assessment
- Highly demonstrated communication (oral and written) and administrative skills (Microsoft Office)
- Willingness to quickly build rapport, trust and credibility and ability to negotiate and collaborate at all levels of the organisation
- Ability to deal with highly confidential, sensitive and sometimes confronting information
- Motivated self-starter who is able to prioritise and work unsupervised but under pressure
- Proven experience (minimum five years) in a similar role

Desirable:

- General construction induction card (white card)
- Experience within safety and wellness in a local government environment
- Drug and alcohol testing

PRE-EMPLOYMENT CHECKS

As part of the interview process you are required to undertake relevant pre-employment checks. The pre-employment checks relevant to this position include:

- Right to Work in Australia
- Medical Assessment including Drug & Alcohol testing.

Central Highlands Regional Council will arrange these checks for the preferred candidate following interview.

CORE COMPETENCIES

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	2
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	2
Initiative and Innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	2
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	2
Team Work	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the CHRC team.	1
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of CHRC; acting as a role model and promoting the values to others.	2
Customer Service	Aligning your behaviour with the CHRC Customer Service Charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	1
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with CHRC policy and procedure.	2

This position description is a true reflection of the current requirements of the role. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. 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: _____