

POSITION TITLE:	Senior Health and Wellness Advisor
POSITION NUMBER:	10634
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	6
REPORTS TO:	Manager Safety and Wellness
DEPARTMENT:	CEO's Office

ABOUT US

Our vision

A progressive region creating opportunities for all.

Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

OBJECTIVE OF THIS ROLE

This position will support Council's people agenda, contributing to the proactive management of health, wellbeing, monitoring, early intervention and rehabilitation strategies, process and policies. The Senior Health and Wellness Advisor is accountable for developing and providing a range of services to facilitate a proactive approach to health, wellbeing, monitoring, early intervention and rehabilitation into the business.

KEY RESPONSIBILITIES IN THIS ROLE

Delivery

- Provide effective and professional development, delivery and coordination of health and wellbeing initiatives to all levels across council.
- Ensure objectives are clearly aligned to support the success of the business strategy.
- Facilitate end to end employee return to work and rehabilitation programs, including effectively liaising with leaders to ensure a safe return for the employee to the workplace.
- Facilitate functional capacity evaluations (FCE) and independent medical examinations (IME), interpret outcomes and make recommendations.
- Facilitate health monitoring and early intervention strategies to ensure legislative compliance and a proactive approach to mitigating risks.

- Facilitate baseline health monitoring, and providing recommendations upon results provided.
- Actively promote identification and correction of hazards and risks including timely investigation and completion of incident investigations.

Improvement / Operational Excellence

- Research, identify and develop a proactive health and wellbeing strategy to positively impact injury management, employee physical and psychological wellbeing.
- Develop and implement health, wellbeing and rehabilitation initiatives to mitigate the risks in relation to harm and injury.
- Develop and implement health and wellness education campaigns to meet legal obligations and operational excellence.
- Carry out internal audits of health and wellbeing processes and implement actions plans for continuous improvement of Council's safety management system.
- Prepare reports on claims management status, health, wellbeing, rehabilitation and monitoring.
- Prepare reports on strategy and initiative implementation.
- Prepare reports including numbers of people involved and effectiveness of campaigns.

Customer Service (internal & external)

- Promote a customer service culture within council and provide efficient service delivery.
- Coach and assist people at all levels across council to implement plans to achieve behavioural health and wellbeing program outcomes.
- Liaise effectively with contractors, service providers and allied health professionals.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory:

- Demonstrated ability to coordinate workers compensation claims management processes and early intervention strategies at an individual and an organisational level.
- Demonstrated understanding of contemporary practices and statutory requirements of relevant legislation for council operations.
- Demonstrated understanding of document control and record management processes relating to workers compensation and claims management.
- Demonstrated ability to manage contract services, including budget management.
- At least intermediate level user for the Microsoft Office Suite including Outlook, Excel, Word and PowerPoint.
- Strong verbal and written communicator with high level of interpersonal skills and ability to quickly build rapport with employees at all levels.

Desirable:

- Experience using MYOSH safety system.
- Experience with health monitoring and wellbeing strategy implementation.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Qualification in safety / allied health related discipline or equivalent.
- Rehabilitation and return to work coordinator accreditation.
- Minimum of Queensland C class provisional drivers' licence.

Desirable:

- First Aid/CPR Certification.
- Cert IV Training and Assessment.
- HLTPAT005 – Collect Specimens for Drug of Abuse Testing.

CORPORATE REQUIREMENTS YOU MUST MEET**LEADERSHIP**

- Promote and inspire others to share ownership of and contribute to council's vision and goals.
- Role model council's values; maintain confidentiality and always act in accordance with council's Code of Conduct.
- Maintain strong and effective relationships across council incorporating and strengthening collaborative and interdisciplinary teamwork.
- Take a proactive approach to the management of conflicts (and perceived conflicts) of interest for self.
- Seek regular feedback and self-assess personal/professional strengths and weaknesses for development and to pursue professional growth.
- Demonstrate a high degree of personal accountability and self-organisation and take responsibility for maintaining a working knowledge of all legislative and regulatory obligations of council as they apply to the role.
- Keep abreast of legislation as recorded in position description and any other state and federal legislation delegated to council for enforcement to ensure effective compliance in the areas of responsibility.
- Act with care, attention and due diligence to exercise decision making in accordance with delegations and instruments of authority relevant to the position.
- Promote a culture of high performance and support others to deliver operational objectives across Council.

SAFETY AND WELLNESS

- Ensure the work environment supports work health and safety (WHS) legislation and systems.
- Encourage, promote and ensure that work has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information.
- Maximise awareness through participation in activities that promotes work health and safety continuous improvement throughout the organisation.
- Ensure you and your colleagues comply with relevant legislation, including the *QLD Work Health and Safety Act (2011)*, other policies, procedures and advices with particular emphasis on risks and duties of workers as well as seeking appropriate on the job training.
- Report workplace health and safety concerns, breaches or incidents to your supervisor or log all incidents into council's safety system.
- Actively promote identification and correction of hazards and risks including timely investigation and completion of incident investigations.
- Ensure the organisation has work health and safety mechanisms in place that enable consultation and accountability on work health and safety matters.

VALUES AND ETHICS

- Model the highest standards of personal, professional and organisational values and behaviours and maintain a lawful, professional and ethical approach to decision-making and resource allocation
- Deliver open, honest, impartial (free from bias or conflict of interest) and constructive advice to council.

- Ensure effective systems are in place to ensure council compliance with legislative responsibilities and requirements.

MANAGE RESOURCES

- Effectively utilise financial, human and asset resources under your control to optimise council performance.
- Comply with legislative and council's financial and asset management requirements.
- Maintain professional networks to enable effective sharing of knowledge and information between Council and other agencies to improve community outcomes and maximise delivery efficiency.

SOCIAL RESPONSIBILITY

- Apply effective community and customer engagement and consultation processes.
- Monitor and act on community satisfaction with council performance.

ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia
- Qualification check
- Reference checks

CORE COMPETENCIES WE NEED FROM YOU

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.	4
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.	4
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.	4
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.	4

Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	4
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	4
Customer service	Demonstrated behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can-do, or solutions focused approach.	4
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council WHS policy and procedure.	4

A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.

GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. 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.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said licence/qualification.

Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date
