

Role Description Injury Management Consultant

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

20447

Content Manager No.

19/517347

Work Unit

**People Branch
People, Information and Communication Services Division**

Location

Various location throughout the State

Classification

**AO5 Qld Public Service Officers and Other Employees Award - State 2015
36 ¼ hour week**

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland. Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Injury Management Consultant, you will:

- Provide an advisory service to managers, staff and rehabilitation coordinators and ensure a consistent and proactive approach to the rehabilitation of injured employees.
- Provide case management to selected employees undergoing rehabilitation.

The Injury Management Consultant reports to the Organisational Health Manager in the nominated Region.

Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Contribute to the implementation and maintenance of regional WorkCover claims management and QSuper claims management.
- Progress early intervention in WorkCover claim lodgement.
- Update and maintain reasonable adjustment recording on TSS.
- Provide advice and guidance to regions and schools, and support the Senior Injury Management Consultants in relation to the following:
 - WorkCover claims
 - QSuper claims
 - Workplace rehabilitation and return to work
 - Extended absences (e.g. sick leave, QSuper)
 - Ill health retirements
 - Independent medical examinations
 - Medical deployment
 - Re-employments



- Data collection and analysis.
- Monitor Organisational Health data (MyHR WHS, MyHR IMS, WorkCover data, HR data) for regional offices and schools to identify trends and develop reports, to inform central and regional office management of issues to be addressed to improve regional and school health, safety and wellbeing performance.
- Review and prepare Notice of Further Considerations (Health Reasons) for advice to Central Office.
- Liaise with all stakeholders in relation to re-employment, Independent Medical Examinations and Ill Health Retirement and prepare briefs for progression to Senior Injury Management Consultants.
- Compile and review data from both WorkCover and QSuper to action long term absences for health reasons.
- Liaise with regions and schools to ensure compliance with legislation and departmental policy and contribute to the planning, research, development and evaluation of projects in the areas of injury and absence management.
- Coordination, development and facilitation of Organisational Health training for the Region.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.