

Injury Management and HSW Partner

Title: Injury Management and HSW Partner	Reporting To: Health Safety and Wellbeing (HSW) Lead
Business Unit: CPCO	Classification: HS5

Position Purpose:

The Injury Management and HSW Partner is responsible for the management of work and non-work-related injuries, including workers' compensation claims; return to work/ fitness for work processes. Your role will support the management of Health Safety and Wellbeing (HSW), including Incident management/investigation, risk assessments and support of internal HSW Networks in compliance with OHV policies and legislative requirements.

About OHV:

At Oral Health Victoria (OHV), we know our team is key to deliver better oral health for Victoria. OHV is responsible for the delivery of oral health services through The Royal Dental Hospital of Melbourne (RDHM) and through purchased services from over 50 community dental agencies.

Our Values:

We are Accountable | We are Respectful | We are Collaborators | We are Innovators

Role Accountabilities:

<p>Manage workers' compensation claims, injuries, rehabilitation, and return to work planning</p>	<ul style="list-style-type: none"> • Coordinate and oversee Work Cover and Return-To-Work (RTW) processes, liaising with affected employees, managers, internal and external stakeholders to ensure effective case management. • Manage and oversee compensation payments, PIAWE and payroll reconciliations. • Maintain and regularly update case files, injury management plans, invoices, and related documents. • Provide guidance to managers on supporting employees with work or non-work-related injuries or illnesses. • Develop and implement injury management strategies to support injured employees in returning to work safely. • Act as a trusted advisor to employees and managers • Ensure compliance with WIRC Legislative requirements. • Prepare reports relating to injury statistics, claims and safety performance
<p>Support the management of Health Safety and Wellbeing</p>	<ul style="list-style-type: none"> • Promotion of safety culture and implementation of wellbeing initiatives across the business. • Support for the completion of Quality and Safety walks, workplace inspections, and risk assessments to identify hazards

	<p>and recommend corrective actions.</p> <ul style="list-style-type: none"> Investigate workplace safety incidents, accidents, and near misses, ensuring appropriate reporting and corrective measures. HSW Networks and HSW Committee support.
Stakeholders	<ul style="list-style-type: none"> Operational Managers and Leaders. Partner with OHV stakeholders and external providers.
Generic	<ul style="list-style-type: none"> Demonstrate and promote a proactive commitment to health & safety, well-being and the environment by actively participating in the ongoing identification and prevention of risks. Participate in myDevelopment ensuring goals are signed off and reviewed. Maintain a commitment to child safety, equity and inclusion, and cultural safety Adhere to the OHV Child Safety Framework and Code of Conduct and all other child safe policies and procedures. Model behaviours that demonstrate the Victorian Public Sector and OHV values in all aspects of work.

Role requirements:

Knowledge and Skills	<ul style="list-style-type: none"> • Demonstrated ability in managing a portfolio of workers' compensation and injury management cases. • Exceptional interpersonal skills with the ability to build trust and rapport with employees and stakeholders. • Strong verbal and written communication skills, capable of conveying complex information clearly and empathetically. • Demonstrated ability to work independently to organise and prioritise demands, handle multiple complex tasks simultaneously, set and meet deadlines.
Experience	<ul style="list-style-type: none"> • Demonstrated experience in relationship building, collaborating and delivering outcomes to agreed parameters. • Demonstrated experience in problem solving and analysis. • Demonstrated experience in understanding WIRC and OHS legislative requirements. • Proficient in data analysis and reporting to measure the success of injury prevention, management and Return to Work initiatives. • A team-focused, proactive mindset with a passion for continuous improvement.

	<ul style="list-style-type: none"> • A genuine care for people and their wellbeing.
Qualifications & Certifications	<ul style="list-style-type: none"> • Certificate IV in Cert IV Personal Injury Management (Return to Work) is desirable. • Return to Work Coordinator certification is desirable. • Certificate IV in WHS/OHS is desirable (Diploma highly regarded).
Other Requirements	<ul style="list-style-type: none"> • Satisfactory Working with Children Check (Vic) and Police Check • Vaccination requirements as required by the Department of Health guidelines and the OHV Staff Immunisation Procedure.
Behavioural Competencies	<ul style="list-style-type: none"> • Adaptability • Building Trust • Collaboration • Contributing to team success • Customer focussed • Decision making • Quality Orientation / initiating action • Managing Work