# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Principal Advisor, Workcover and Injury Management |
| **Position number:** | 50967422 |
| **Classification:** | VPS Grade 6 |
| **Salary range:** | $138,631 - $185,518 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Corporate Services |
| **Division & Branch:** | People and Culture / Workplace Services |
| **Work location:** | Flexible within Victoria  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Manager Health and Wellbeing |
| **Direct reports:** | Yes  No If yes, how many? 1 |
| **Further information:** | Jasmine Filmer, Director Workplace Services  M: 0409 562 961 |

Position purpose

The Principal Advisor, Workcover and Injury Management (Principal Advisor) is responsible for leading the strategic direction for injury management and return to work for both work and non-work-related injuries and illness.

The Principal Advisor will provide leadership to the Team Leader, Injury Management, supporting the team to provide high quality, responsive advice and technical support in relation to injury management, workers compensation, and other related matters. The Principal Advisor will have a strong and extensive knowledge and understanding of relevant legislation, including the *Workplace Injury Rehabilitation and Compensation Act 2013* (WIRC Act), alongside experience with practical application.

The role will be responsible for engaging with our external providers, including our WorkCover insurer, Return to Work Victoria and the regulator, across a range of areas. This includes complex case management and return to work, to identify and implement premium reducing strategies that benefit employees, improve organisational performance and ensure the Department is meeting legislative requirements as outlined in the WIRC Act. The role will be responsible for analysing and understanding data to inform targeted interventions, using their expertise in injury management and workers compensation to ensure efficient and effective claims management, driving continuous improvement of organisational performance and achieve high quality outcomes and early and sustainable return to work.

Context

*The Group*

Corporate Services comprises seven divisions which includes People and Culture, Finance, Information Services, Digital and Customer Communications, Legal and Governance, Strategic Operations and Strategy and Performance. Each deliver services and expert advice that enables the department to be a sustainable, vibrant, and efficient organisation

*The Division*

People and Culture develop the capability of our people and promote a safe working environment for all. The division works to build an organisational culture that drives high performance through strong leadership, diversity and inclusion, innovation, workforce agility and flexibility.

*The Branch*

Workplace Services is a key centre of expertise that provides strategies, frameworks and tools for wellbeing, safety and industrial relations that support the department in delivering on its corporate objectives through its people and promotes a safe working environment for all.  As the centre of expertise for wellbeing, safety, industrial relations, integrity, business partnering and end-to-end case management, the success of the team is dependent on its ability to collect and analyse information to deeply understand trends and challenges and maintains a contemporary problem solving and best practice approach.

The branch partners with groups and delivery areas to understand key risks, gaps and priorities and uses this understanding to develop proactive and innovative solutions that meet the needs of DEECA employees and business areas and align to legislative requirements and strategic priorities set by the Secretary and Executive Board.

Accountabilities

* Develop and lead on the department’s strategic direction to support effective and efficient injury management for work and non-work-related injuries and illness, with a focus on early and sustainable return to work.
* Oversee the management of the key functions, including liaison with rehabilitation providers, insurance agents, medical practitioners, WorkCover conciliations, legal proceedings and employee agencies as required, with consideration to minimising WorkCover premium and overall costs.
* Work collaboratively with key stakeholders across the Workplace Services branch, the broader organisation, particularly the executive cohort, and externally, including the department’s WorkCover insurer, to manage complex cases and return to work, identifying and implementing premium reducing strategies that benefit employees, improve organisational performance and ensure the Department is meeting legislative requirements as outlined in the WIRC Act.
* Lead the provision of high quality, responsive advice and technical support in relation to injury management, workers compensation, and other related matters, ensuring that the department is meeting legislative obligations, that may include contribution to policy, procedures and other resources that support injury prevention.
* Analyse data and report on emerging injury trends and return to work barriers to inform targeted initiatives that drive better outcomes for injured workers, with a focus on improving return to work performance.
* Provide effective leadership to a small team, including role modelling DEECA Leadership Model principles and habits, making clear decisions about the prioritisation of work and the allocation of resources (based on organisational needs) to ensure the team is working sustainably.
* Practice cultural safety by creating environments, relationships and systems free from racism and discrimination so that people can feel safe, valued and able to participate.

Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

**Specialist/Technical Expertise/Qualifications**

* A minimum of 5 years’ experience in workers' compensation, injury management, occupational rehabilitation or related field is mandatory.
* Knowledge of the Victorian workers compensation scheme, including the WIRC Act is essential.
* Knowledge of the Occupational Health and Safety Act and proposed Psychological Health Regulations is desirable.

**Capabilities**

* **Critical Thinking and Problem Solving:** Considers a broad range of topics (beyond immediate area of work), works across government and at senior levels to develop and deliver sustainable solutions.
* **Interpersonal Skills:** Builds relationships at senior levels; Acts a convenor between teams and departments to build collaboration.
* **Innovation and Continuous Improvement:** Drives a culture of quality by design where quality practices are embedded in the service and solution delivery process; Shares expertise and relevant information to support continuous improvement and innovation; Establishes metrics that evaluate quality and effectiveness of work delivered; Models and encourages new and different approaches, ways of working and solutions that will delivery outcomes beyond client or stakeholder expectations.
* **Stakeholder Management:** Identifies and manages a range of complex and often competing needs; Facilitates innovative solutions to resolve stakeholder issues.

Position specific requirements

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| Financial Delegation Value | $50,000  A declaration of Private Interests will be required for positions with financial delegations of >$20,000 |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work * Other * Exposure to potentially traumatic events or information, High job demands and at times, requiring prompt response and management of competing demands |
| DEECA will conduct relevant checks about applicants and the information provided within an application. Checks will include but are not limited to: | A Declaration and Consent form consenting to DEECA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required.  A satisfactory National Police Check will be required (for all non-DEECA employees). |
| Employment terms and conditions | Are governed by the *Victorian Public Service Enterprise Agreement 2024* and the *Public Administration Act* *2004.*  Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply  Non-VPS applicants will be subject to a probation period of six months |
| Privacy | The department affirms that the collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014. |

About the Department

We employ approximately 6,300 staff, including around 600 seasonal staff, across more than 86 locations throughout Victoria, across energy, environment, climate action, water, agriculture, and resources portfolios.

Our challenge is to maintain Victoria’s liveability, with a population expected to almost double by 2050, while responding to climate change and protecting our natural environment, infrastructure and heritage for future generations. We take a community-centred approach and involve communities and key stakeholders in decisions and policies that affect them and we collaborate across our portfolios to design and deliver services and programs.

For further information about the department, please visit our website [www.deeca.vic.gov.au](http://www.deeca.vic.gov.au)

Our values

Our values align with the core [Public Sector values](https://careers.vic.gov.au/victorian-public-sector/public-sector-values-integrity) – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights. Additionally, we use our Leadership Model to shape the way we work. Using the principles of ‘Work Together’, ‘Do What Matters’ and ‘Make a Difference’ we create a culture that puts our people at the centre of everything we do. The Leadership Model reminds us of what’s important in our daily interactions with each other, and in the actions and decisions we take to deliver our work.

Our Community Charter

We are committed to the Victorian Government Public Engagement Framework that enables meaningful and inclusive engagement to make better decisions and improve the lives of Victorians. Our Community Charter is our promise to be available, be involved and listen, and take action as we deliver services and create opportunities that supports thriving, productive, and sustainable communities, environments and industries.

Emergency Response and Health and Safety Requirements

The departmentplays a major role in Victoria’s emergency response activities, through an all-hazards, all-emergencies approach. Staff may be directly employed for these roles or may be called upon to support these activities as required following the appropriate training and “fit for work” assessment.

A Diverse, Inclusive and Flexible Workplace

DEECA welcomes applicants from a diverse range of backgrounds and we focus on the essential requirements of the job and being consistent and fair in our treatment of all applicants. Our diversity and inclusion outcome pillars:

1. We are connected to liveable, inclusive, sustainable communities  
2. We are diverse   
3. We are inclusive and flexible   
4. We are safe and respectful

DEECA can provide reasonable adjustments for people with a disability. If you need assistance to fully participate in the application or interview process, please use the contact listed under ‘Position Details’.

**Aboriginal Cultural Safety**

Cultural safety of Traditional Owners and Aboriginal Victorians, as an underpinning principle of self-determination, is embedded in everything we do. Under the Aboriginal Cultural Safety Framework DEECA is committed to creating a culturally safe workplace, where there is space for culture to live and for spiritual and belief systems to exist. For further information, please contact [self.determination@deeca.vic.gov.au](mailto:self.determination@deeca.vic.gov.au).

**Balancing your Life / Hybrid Working**

We understand that a balanced life is important to our employees and we offer a wide range of flexible options to help you manage family, health, carer responsibilities, study, career or personal interests. Options may include working some days from home or other suitable locations, starting early or late, working part time, job share or accessing paid or unpaid leave in line with our flexible working policy.

To receive this information in an accessible format (such as large print or audio) please call the Customer Service Centre: 136 186, TTY: 133 677, or email [customer.service@deeca.vic.gov.au](mailto:customer.service@deeca.vic.gov.au)