

Position Description

Position title:	Injury Management Coordinator
Position number:	200
Group:	People, Safety and Culture
Reports to position title:	Manager Work Health and Safety
Number of direct reports:	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1 - 3 <input type="checkbox"/> 4 - 6 <input type="checkbox"/> 7 - 9 <input type="checkbox"/> 10 +
Range or classification:	Pay point 19 - 23
Approved:	January 2026

About the Group

The People, Safety and Culture Group leads the development of our people, capability, and organisational design to meet the current and future needs of the City of Clarence. The team also drives a range of key operational services and provides strategic leadership across Council.

Key Responsibilities

- Develop and coordinate an end-to-end injury management system.
- Coordinate and manage workers compensation claims and rehabilitation processes.
- Develop and implement return-to-work plans in collaboration with employees, managers and treating professionals.
- Provide advice and support to leaders on injury prevention, early intervention, and legislative obligations
- Liaise with insurers, medical providers, and internal stakeholders to ensure timely and effective case management.
- Monitor trends in injury data and contribute to continuous improvement initiatives.
- Deliver training and awareness programs on injury management and recovery at work.

- Support broader wellbeing and safety initiatives as part of the Workforce Plan.
- Maintain accurate injury and claim records in accordance with privacy and legal standards.
- Provide support and guidance to employees and managers regarding workplace accommodations and modifications.
- Provide injury management reporting as required.
- Research work health and safety information, including legislation, standards and codes, that relate to council's operations as requested.

In addition to the above, a worker may also be directed to carry out duties and tasks as are within the limits of the worker's skill, competence and training.

Selection Criteria

Essential

1. Demonstrated experience in injury management, workers compensation, or rehabilitation coordination.
2. Experience developing and implementing return-to-work plans.
3. Sound knowledge of relevant legislation (e.g., *Workers Rehabilitation and Compensation Act 1988* (Tas.), *Work Health and Safety Act 2012* (Tas.)
4. Strong interpersonal and communication skills, with the ability to engage empathetically and professionally.
5. Proven ability to manage sensitive information and complex cases with discretion.
6. High level of organisational and administrative skills, including record-keeping and reporting.
7. Ability to work collaboratively across teams and with external providers.
8. Well-developed digital literacy skills and the ability to adeptly use technology.
9. Current driver's licence.

Desirable

10. Qualifications in Allied Health, Human Resources, Occupational Health & Safety, or a related field
11. Experience in a government or public sector environment
12. Familiarity with HRIS or injury management systems
13. Work Safely in the Construction Industry (white card).

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- There are no Delegations or Powers of entries that apply to this position.

Pre-Employment Requirements

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is required.

National Police Check

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.