

Position Description

Position Title	Temporary RTW/WHS Coordinator
Position Number	T_RTWWHSC
Directorate	Corporate & Community
Division	People & Safety
Reports to	Manager People & Safety
Grade	HILL35G12
Date Reviewed	February 2026

Primary Purpose

The Return To Work/Work Health & Safety Coordinator is responsible for the provision of quality Recover at Work and Work Health & Safety Management Services across Council to ensure compliance with all related regulatory & legislative requirements and to enhance employee wellbeing at Council.

This document describes the key responsibilities of the position and is not designed to be prescriptive. The incumbent will be expected to undertake other duties in addition to those described in this document. The incumbent will contribute to Council's vision as *"In 2030 the Hilltops is a thriving region offering a relaxed country lifestyle and diverse economy. We value and protect our friendly community spirit, pristine natural environment, and deep cultural heritage"*, and promote the values which support this: **Safety, Trust, Accountability and Respect**, and use these to guide decisions, actions and conduct.

Key Accountabilities

- Contribute to a safe workplace by complying with legislative and organisational Work Health and Safety (WHS) requirements.
- Undertake the functions of Return to Work (RTW) Coordinator as outlined under S52 of the Workplace Injury Management and Workers Compensation Act 1998.
- Be the on-site RTW liaison, monitoring injured workers through the RTW process, ensuring all necessary information is collated, completed and lodged with the insurer within legal timeframes.

- Keep up to date with the changes in relevant Injury Management (IM), Workers Compensation (WC) and WHS legislation, regulations and codes of practice as they relate to developing policies and procedures for rehabilitation.
- Liaise with injured workers to obtain certificates of capacity, calculate and prepare the worker's Pre-Injury Average Weekly Earnings (PIAWE) and wage reimbursement schedules to Council's insurer and reconcile worker's compensation payments accordingly.
- In collaboration with external rehabilitation and Allied Health providers, mediate treatment, negotiate return to work outcomes and administer individual Recovery at Work plans for injured workers and monitor this regularly.
- Manage the maintenance and ongoing development of Council's WHS Management Systems.
- Review and update policies, procedures and other documents to proactively encourage, support and enhance the wellbeing, resilience and effectiveness of all Council staff.
- Formulate WHS strategic action plans to positively influence & advise leaders and workers in relation to Workers Compensation & WHS requirements under legislation and drive the agenda of achieving positive WHS and wellbeing outcomes for the organisation.
- Provide high level leadership and guidance for the WHS Officer, including acting as lead on allocated site visits, inspections & incident investigations.
- Provide advice, training, consultation, monitoring & governance to support stakeholders and ensure all relevant WHS legislation, policies and procedures are effectively implemented and reviewed.
- Facilitate, and take a lead role in, audits to ensure the WHS systems and practices at Council are effectively implemented in accordance with legislative and Council requirements.
- Facilitate system administration for related WHS IT applications, including developing data analytics for internal and external reporting requirements.
- Create and capture information in Council's designated databases to ensure legislative compliance.
- Contribute to the performance of Council by demonstrating professional conduct, making the best use of knowledge, experience & skills and being accountable for own decisions and actions.

Essential Criteria

1. Tertiary qualifications in Personal Injury Management, Allied Health, WHS or related field or equivalent significant relevant experience.
2. Minimum 2 years' experience in RTW & Injury Management or Occupational Therapy (OT), working for an employer (not insurer), with demonstrated ability in managing complex claims.
3. Demonstrated expertise discussing injury and treatment related issues with relevant parties such as workers, medical practitioners and insurers.
4. Significant relevant experience in preparation, conducting & reporting WHS audits/inspections.
5. Proven ability to understand, apply & communicate complex WHS processes and requirements.
6. Exceptional interpersonal communication skills, both verbal and written.
7. Experience developing and delivering in-house presentations and training programs.
8. Well-developed computer skills especially in Microsoft Word, Excel and PowerPoint.
9. Current NSW Construction Induction certificate (White Card).
10. Current Class C Drivers Licence.

Desirable Criteria

1. Experience working in the Local Government Sector or other Government body.
2. Certificate IV Training and Assessment/Accreditation as Return to Work Coordinator and/or Lead (Senior) Auditor Qualification – Exemplar Global recognised.
3. ICAM or equivalent Incident Management training qualification.

Decision Making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies & procedures. Decisions should be consistent with the objectives of Council's strategies & plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Acceptance of the role

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours are expected at Hilltops Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Hilltops Council from time-to-time as necessary. By signing, I agree to work in accordance with the requirements of the position and will abide by Hilltops Council's Code of Conduct, policies and procedures.

Name:

Signature:

Date: