

# Position Description



Position Title	<b>Rehabilitation and Return to Work Coordinator</b>
Position No	00085750
Delegation Level	006
Job Designation	Coordinator
Organisational Unit	SEQ Safety Risk & Assurance
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	GM Safety, Risk & Assurance

## QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together  
Treat others with respect - We appreciate everyone's contributions and differences  
Empower our people - We have confidence in our people  
Act Safely - We work safe, to go home safe  
Make a positive difference - We learn from today, to improve tomorrow

## Position Purpose

Provide sound rehabilitation advice to Managers and coordinate the workplace rehabilitation of employees who sustain work-related injuries or illnesses, to meet compliance with legislative, governance requirements and organisational safety objectives.

## Position Responsibilities

1. Coordinate workplace rehabilitation for injured employees in line with Workers' Compensation legislative requirements and Queensland Rail's Workplace Rehabilitation Policies and procedures.
2. Provide workplace rehabilitation assistance in a proactive manner for the timely and safe return to work of injured employees through initiating early contact with the injured worker and their Supervisor and/or Manager following a workplace injury, inclusive of timely development, monitoring and upgrading of suitable duties plans.
3. Consult with the Injury Management Adviser regularly regarding appropriate rehabilitation strategies for injured workers and regarding injured workers' progress.
4. Liaise with the Injury Management Adviser, Workers' Compensation Unit, Supervisor, Manager, Treating Medical Officer, Allied Health Provider, and other relevant Stakeholders regularly regarding the progress of injuries.
5. Maintain an accurate, confidential Workplace Rehabilitation file containing all relevant documentation on each worker undergoing rehabilitation in line with Workers' Compensation legislative requirements.
6. Provide frontline leaders, health and safety representatives and workers with coaching and expert safety advice to develop safety capability throughout the business.
7. Provide expert safety advice that aligns to Safety and Environment Systems and drives continuous improvement.

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## **Additional Factors**

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

## **What is the key selection criteria**

1. High level of skill in workplace rehabilitation processes in workplace rehabilitation including initiating early proactive workplace rehabilitation intervention and developing monitoring and upgrading suitable duties plans to assist injured workers to return to work in a timely manner.
2. Extensive knowledge of workplace rehabilitation legislative requirements, safety legislation and management systems.
3. High level of skill in the design and implementation of suitable duties plans, safety risk and change management strategies and methodologies.
4. High level of skill in conducting risk assessments, incident investigation and assurance activities.
5. High level of interpersonal and communication skills, including report writing, consultation, negotiation and conflict resolution skills.
6. High level of skill in the reporting and analysis of data in safety performance and displaying information for frontline leaders.
7. Substantial strategic research and project management skills.
8. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

## **Pre-employment Checks:**

Not Applicable

## **Health, Safety and Environment Responsibilities**

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

## **Personal Protective Equipment needs:**

Refer to relevant business instructions.

## **Safety Publications**

Refer to relevant business instructions.

### **Please Note:**

Queensland Rail has a random alcohol and other drug testing program.  
Testing can occur anywhere, at any time, on any day.