**Role Description**

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| **Senior Advisor, Health and Injury Management** |
| **Classification** | AO6 | **Salary Range** | $115, 732 – $123, 809 per annum |
| **Location** | Kedron | **Status** | Temporary Flexible Full-Time |
| **Work Unit/****Branch/District** | Workplace Health and Safety Unit, Human Resources Branch | **Division/****Region** | Corporate & Statewide Services |
| **Contact Name & Position** | Aaron Minos, Principal Advisor Health, Safety and Injury Management | **Contact Details** | 07 3635 3408 |

**Queensland Ambulance Service**

The Queensland Ambulance Service (QAS) is a division of the Department of Health. The Department of Health’s purpose is to provide highly effective health system leadership.

The QAS provides timely, quality and patient focused ambulance services including pre-hospital patient care and related services across Queensland. The QAS delivers sustainable, adaptive and responsive contemporary health care to Queensland.



To find out more about our organisation, please refer to the QAS Applicant Information Kit or visit [www.ambulance.qld.gov.au](http://www.ambulance.qld.gov.au) or [www.health.qld.gov.au](http://www.health.qld.gov.au).

**Purpose of the role**

The Senior Advisor, Health and Injury Management supports the implementation and continual improvement of the QAS Workplace Health and Safety Management System (WHSMS), along with initiatives to achieve the required outcomes of the QAS Strategy 2022-2027. The role is responsible for providing high-level advice and expertise on the development, promotion and coordination of initiatives and programs in relation to QAS employee health, injury management and rehabilitation. The Senior Advisor, Health and Injury Management will also play an integral role in the monitoring of workers’ compensation liability and personal injury and illness case management.

**Key responsibilities**

* Provide accurate, high-level advice, expertise and support to QAS executives, managers, supervisors and health and safety advisors across a broad range of employee health, complex injury/case management and statutory/common law workers’ compensation matters.
* Monitor, review and evaluate employee health, injury management and rehabilitation systems and processes to ensure legislative compliance and maintain evidence-based, best practice injury management strategies.
* Monitor and review relevant statistical data to improve health and safety performance, minimise loss of productivity and reduce workers’ compensation costs and potential common law claims.
* Develop, prepare and monitor relevant correspondence, advice and interventions to ensure workplace injury/illness claims liability is assessed and managed appropriately by insurers and the QAS.
* Conduct research and evaluations to ensure the development and implementation of appropriate programs in support of the delivery of timely and effective employee health, injury management and workplace rehabilitation services.
* Deliver coaching, training and presentations to key QAS stakeholders, including managers, supervisors and health and safety advisors, regarding employee health, injury management, workplace rehabilitation, and claims and insurance premium management.
* Work collaboratively with the WHS team and personnel in the QAS Regions to improve health, safety and injury prevention, as well as contributing to the early and effective management of injury or illness.
* Assist in the preparation and delivery of timely and well researched briefings, submissions, presentations and correspondence in relation to health and safety issues, including Cabinet submissions and briefs for the Minister, Director-General and QAS executive management team.
* Fulfil the responsibilities of this role in accordance with Queensland Public Sector and QAS values.

**Basis for selection**

We are seeking applicants who, within the context of the role responsibilities, possess the following key attributes:

* Proven success in the development and implementation of practical, efficient and effective employee health, injury management and rehabilitation systems and processes in a state-wide organisation.
* Demonstrated capability and experience in the development, implementation, review and evaluation of organisational workplace health and safety strategies that minimise loss of productivity and reduce workers’ compensation costs, including potential common law claims.
* Proven ability to provide high-level, expert advice and evidence-based recommendations to senior executives, managers and staff about employee health, complex injury/case management and statutory/common law workers’ compensation matters, to support and achieve improved performance.
* High-level communication and interpersonal skills, with the proven ability to effectively engage, collaborate, influence and innovate with a broad range of stakeholders, in the context of a state-wide ambulance service in a 24/7 operating environment.
* Demonstrated capability in preparing well researched briefings, submissions and correspondence in relation to health and injury management matters for insurers, medical practitioners, allied health professionals and senior executives.
* Proven success in delivering coaching and training and informative presentations to senior executives, managers and staff regarding health, safety and wellbeing.

**Mandatory/Special conditions/Other requirements**

The following mandatory requirements, special conditions and/or other requirements apply to this role:

* Whilst not mandatory, possession of tertiary or postgraduate qualifications in health or behavioural sciences; rehabilitation counselling; personal injury; health and safety or related (or working towards) will be highly regarded.

**How to apply**

Please provide the following information for initial assessment of your suitability:

1. **Your current résumé** (including a comprehensive employment history with functions or roles performed, dates of employment, major achievements or awards, and tertiary qualifications). **All attachments for online or email applications must be in PDF or Microsoft Word format.**
2. **A two (2) page statement** outlining your suitability for this position, which should include examples and outcomes achieved to demonstrate your suitability for the role. It is a requirement of the selection process that your statement **not exceed two (2) pages in length**.

Applications can be submitted online via the Queensland Government Smart jobs and careers website at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au/).

**Please refer to the QAS Applicant Information Kit for information about submitting your application, late applications, withdrawing your application and changing your details.**

**Employment screening**

Pre-employment screening, including criminal and discipline history and clinical practice checks, may be undertaken on persons recommended for employment. The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment. In addition, any factors which could prevent the recommended applicant complying with the requirements of the role are to be declared.

Roles providing health, counselling and support services mainly to children will require a Blue Card, unless otherwise exempt. Please refer to the Pre-Employment Checks section within the QAS Applicant Information Kit for further details about employment screening and other employment requirements.

**External Applicants**

For information on the documentation that may be required from an external applicant please refer to the Pre-Employment Checks section within the QAS Applicant Information Kit.

**Additional information**

* The role reports to the Executive Manager, Workplace Health and Safety.
* The QAS is committed to maintaining a culture that builds respect, fosters inclusiveness, promotes flexible work arrangements and embraces the unique and diverse qualities of our workforce.
* The QAS stands firm in its position and has zero tolerance for inappropriate workplace behaviour. The [QAS RESPECT](https://www.ambulance.qld.gov.au/respect.html) initiative is designed to foster and promote a culture where employees at all levels feel empowered to ‘step up’ and ‘stamp out’ inappropriate workplace behaviour and provide a positive and safe workplace for everyone.
* The QAS has zero tolerance for child abuse, neglect and harm, and is committed to ensuring the safety and wellbeing of all children and young people. All employees, volunteers and service providers in the QAS and Queensland Health system have a responsibility to respect and promote the rights of children and young people.
* The QAS applies the [Public Sector Commission’s Leadership Competencies for Queensland](https://www.forgov.qld.gov.au/leadership-competencies-queensland) by empowering all leadership levels to deliver high-performing, innovative and future-focused services, making a positive difference to all Queenslanders.
* A mobile, flexible and agile workforce supports service delivery and employee development. You may seek or may be required to work in alternative locations or undertake alternative duties on a temporary or permanent basis.
* Applications will remain current for a period of up to 12 months and may be considered for other vacancies (identical or similar) which may include an alternative employment status (e.g. temporary, full-time or part-time).
* Within one month of commencing employment, the successful applicant is required to disclose any employment as a lobbyist in the preceding two years.
* The incumbent may be required to undertake other duties not listed in the key responsibilities, under the direction of the relevant accountable manager.
* Further information about the QAS and applying for a job can be found in the QAS Applicant Information Kit which is included as an attachment in the job advertisement.