The Workers Compensation Officer

The Workers Compensation Officer will manage all aspects of workers compensation claims in accordance with SIRA requirements including the self-Insurance licence requirements, the legislative framework and the claims management guidelines. The role will also see you maintaining the Workers Compensation data system and providing the highest level of customer service to injured workers.

This opportunity will be offered on a permanent full time basis. The salary range for this opportunity commences at $82,358 (Grade G, Step1) + 9.5% super.

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Some of your duties will include:

* Undertake claims management functions including assessments of liability, claims review, wage calculations and injury management activities.
* Prepare and maintain workers compensation documents.
* Develop, maintain and implement Injury Management Plans.
* Maintain workers compensation records including all file notes of conversations and calculations in relation to claims.
* Maintain workers compensation related databases and systems.
* Ensure the evaluation and payment of Workers Compensations invoices.
* Prepare, interpret and report on Workers Compensation statistical information.
* Identify gaps between claims management practices and SIRA requirements and make necessary improvements to system documentation and implement where necessary.
* Provide timely and accurate workers compensation and injury management advice and guidance, including the interpretation of relevant legislation to managers and staff throughout the organisation.
* Assist and support supervisors and managers to understand and adhere to injury management plans.

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\*For a complete list of duties, please refer to the position description

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**The successful applicant will possess:**

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* Qualifications in workers compensation claims management and or injury management functions
* Previous claims management experience for a self insurer or scheme agent.
* High level computer literacy
* High level written and verbal communication skills.
* The ability to interpret and apply legislation to meet business requirements

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**What’s in it for you?**

* Located in Bankstown
* Flexible work practices (opportunity to earn additional time off)
* Access to health and wellbeing programs
* Access to further training and development
* Work for an award winning organisation that will truly value your input

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Click on the link below to access salary information for all steps within the designated Grade.

<https://www.cbcity.nsw.gov.au/council/about-us/careers/working-with-us>

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**How to apply:**

Applications must be submitted online by clicking the 'Apply' button below and creating a login using your email address.

When submitting your application, make sure to address the Essential Criteria mentioned in the below Position Description in your covering letter.

Canterbury Bankstown Council prides itself on being a workplace that actively seeks to include, welcome and value unique contributions of all people. We encourage people with a disability or culturally diverse backgrounds to apply.

Applications close at 11:59pm on Sunday 22 August 2021

For more information about this opportunity, please contact Sandra Hawkins (Team Leader Claims and Insurance) on 02 9707 9445

For more information about CB City and other employment opportunities, feel free to follow us on LinkedIn - <https://www.linkedin.com/company/city-of-canterbury-bankstown>