

Position Description

HSW Administration Assistant

Classification:	HS Grade 2
Business unit/department:	Workforce Health Safety and Wellness
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☒ Other ☐ (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Fixed-Term Part-Time
Hours per week:	16 hours per week (2 days)
Reports to:	Manager, Workforce Injury and Recovery
Date:	12-month contract

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The HSW Administration Assistant is a critical role responsible for administration and compensation processing tasks within the Injury and Recovery Services team. This role will help maintain compliance and regulatory requirements and help maintain efficient claims and injury management services across all Austin Health workplaces.

About the Directorate/Division/Department

The Health, Safety & Wellbeing department sits within the People & Culture directorate at Austin Health. It is based at Heidelberg Repatriation Hospital, and is responsible for providing advisory services, strategic direction and planning for the workforce health, safety and wellbeing across all campuses, covering approximately 11,000 employees.

Key areas of responsibility include occupational health and safety management systems; injury management and return to work; workforce wellbeing; and emergency preparedness and business continuity.

Position responsibilities

- Process Workers Compensation pay runs once a fortnight to our payroll team
- Generate payroll reports, current weekly earnings, and other claim-related information and submit those reports to our Workers Compensation insurer for reimbursement
- Process invoices from our Early Intervention health partners
- Address claim compensation queries and requests from our Workers Compensation insurer and internal stakeholders
- Monitor email inbox for document queries and upload key documents to our Injury Management database
- Other administrative-based tasks as directed by Manager

Selection criteria

Essential skills and experience:

- A commitment to Austin Health values: Our actions show we care; we bring our best; together we achieve and we shape the future.
- Demonstrated experience with administrative processes and compliance for Victorian Workers Compensation claims
- Ability to function in a multidisciplinary, professional team environment, contributing positively to the delivery of strategic goals.
- Strong communication skills, analytical skills, and problem-solving abilities
- Ability to prioritise tasks, manage competing demands, and work effectively in a fast-paced healthcare environment.

Desirable but not essential:

- Previous Workers Compensation scheme experience or familiarity
- A sound understanding of information technology including Injury Management databases.
- Experience in undertaking or supporting calculation of PIAWE and payroll processing.
- Demonstrated knowledge of relevant Victorian OHS legislation, standards and processes

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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