



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision

Catholic Education Services, Cairns

Injury and Illness Officer

**Full Time Permanent Position
38 Hours Per Week
Commencing: 8 October 2019**

Applications Close: 5.00pm, Sunday 22 September 2019

Applications are invited from suitably qualified and experienced candidates for this position.

Intending applicants must:

- Be fully supportive of the ethos of Catholic Education;
- Be fully committed to creating and maintaining a child safe organisation;
- Be eligible for or hold a Working with Children Blue Card.

Catholic Education Services is an equal opportunity employer.



1. Complete Employment Application Form

Complete the attached Employment Application Form. Please notify your referees that you are applying for this position and ensure you have their consent to nominate them. It is the Applicant's responsibility to ensure all referee information provided is accurate and contact details are correct. A referee from your current or most recent line manager must be included.

2. Covering Letter (Maximum 2 Pages)

Provide a covering letter outlining your experience and reason for applying for this position.

3. CV/Resume (Maximum 2 Pages)

Provide a CV/Resume which includes:

- Education
- Employment history (position, organisation, employment dates)
- Professional memberships
- Professional Development (any other courses you have completed or are currently enrolled in)

4. Supporting Documentation

Provide supporting documentation which include:

- Qualifications and academic transcripts
- Practicum Reports (Graduate Teachers ONLY)
- Registration:
 - Working with Children Blue Card
 - Professional Membership

QUICK TIP

Current employees are not required to provide supporting documentation.

5. Submit Application

Submit your application comprising of:

- Employment Application Form
- Covering Letter
- CV/Resume
- Supporting Documentation

QUICK TIP

Do not bind/ place your application in a folder or submit original copies of documentation.

Submit To: Mrs Deborah Crotty
Manager Human Resource Administration
Catholic Education Services, Cairns
Ph: (07) 4050 9711
Email: recruitment@cns.catholic.edu.au

You will receive confirmation of receipt of your application.

Employment Application Form

Position Applied For:

PERSONAL PARTICULARS

Title: Mr Mrs Ms Miss Other

SURNAME:

PREVIOUS SURNAME:

GIVEN NAMES:

PREFERRED NAME:

RESIDENTIAL ADDRESS:

POST CODE:

POSTAL ADDRESS: AS ABOVE

POST CODE:

HOME PHONE:

MOBILE:

EMAIL:

RELIGION:

TEACHER APPLICANTS ONLY:

HAVE YOU OBTAINED OR WORKING TOWARDS QUALIFICATIONS IN RELIGIOUS EDUCATION?

REFEREES

In order to make an informed decision on your suitability for the position, Catholic Education will require to speak to referees that you nominate. A referee is a person that can provide us with detail in respect to your work ethic, **safe guarding children**, experience and competency. Please list two referees, including a line manager in your most recent position. For teaching positions, you must include a line manager in your most recent education position, eg Principal. A Church Representative/Religious or Clergy reference is defined as a Parish Priest, Bishop or member of a religious order. We reserve the right to request an additional referee if we believe a person has not been fully forthcoming.

Referee 1 (Line Manager)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 2 (Employer)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 3 (Church Representative)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 4 (Other Professional)

Name:

Position:

Organisation:

Mobile:

Email:

EMPLOYMENT HEALTH DECLARATION

If you are successful in securing an interview with Catholic Education, you will be required to complete an Employment Health Declaration. The purpose of this declaration is to ensure that you are fully able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your health or safety.

WORKING IN THE DIOCESE OF CAIRNS

The Catholic school system is an integral part of the Church. The Catholic Diocese of Cairns extends from Cardwell in the south, west to the Northern Territory border including the Atherton Tablelands, and north to gulf country, Cape York Peninsula and the Torres Strait Islands. With the exception of schools in Weipa, Cooktown and Thursday Island, all schools and colleges are within two hours driving time from Cairns.

Catholic Education Services is the Diocesan education office. Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education Services, who is the employer of all Catholic Education staff in the Diocese. Further information about Catholic Education in the Diocese of Cairns is available from the website: www.cns.catholic.edu.au

EMPLOYMENT REQUIREMENTS

Any appointment to a teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee demonstrating appropriate qualifications and registration with the Queensland College of Teachers Registration. Any appointment to a non-teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee being eligible to apply for and obtaining a Working With Children Blue Card unless the appointee is a registered Health Practitioner performing within their professional area. For more information please visit www.bluecard.qld.gov.au.

Employment is conditional upon the appointee demonstrating eligibility of Working Rights in Australia.

Catholic Education has zero tolerance for abuse. All employees have a responsibility for promoting and safeguarding the wellbeing of children and young persons that they are responsible for or come into contact with.

Employment is conditional upon the acceptance of the Statement of Principles for Employment in Catholic Education and for teaching position the attainment of Accreditation to Teach Religion in a Catholic School. To view the Statement of Principles, visit www.cns.catholic.edu.au and click on Employment / Agreements, Schedules & Awards.

EMPLOYMENT COLLECTION NOTICE

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

In applying for this position and submitting your application for employment you will be providing Catholic Education Services with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application. To view Catholic Education's Privacy Policy, visit www.cns.catholic.edu.au and click on About/Privacy. Your records will be kept on file for a three-month period only pending your employment within the Diocese.

DECLARATION

If submitting electronically, typing your name below denotes supplying your signature

I agree to the conditions of the Employment Collection Notice. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment. I declare that the information I have provided in this application is true and correct at the time of submission. I have read, understood and accept that the Statement of Principles referred to above are contractual obligations underpinning employment with Catholic Education - Diocese of Cairns.

Signature:

Date:

Please indicate how you became aware of this vacancy:

CES Website

Facebook

Teacher on Net

SEEK

Catholic Jobs Online

Newspaper: Please specify:

Other: Please specify:



POSITION TITLE:	Injury and Illness Officer
SECTION:	Human Resources Administration
REPORTS TO:	Manager – Human Resources Administration
CLASSIFICATION:	CES Office Salary Scale, Level 5 (\$76,413 - \$86,348 gross per annum)
AUTHORISATION:	Executive Director

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services – Diocese of Cairns (CES), consists of twenty-nine schools including twenty primary schools, two Prep to Year 12 Colleges and seven secondary Colleges which includes a Youth Assistance College with campuses in Cairns and Cooktown. All schools are within a two-hour drive of Cairns, except for schools in Weipa, Cooktown and Thursday and Hammond Islands.

CES is committed to building communities of learning that provide a safe, nurturing and academically challenging environment for all students.

Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education. Through a team of professionals the Executive Director manages and facilitates a number of significant and particular delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring of quality of schools and compliance/accountability with requirements of governments, Church and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

PURPOSE OF THE ROLE

The Injury and Illness Officer is responsible for all processes and enquiries relating to injured and/or ill workers, both work and non-work related. The Injury and Illness Officer liaises with injured and/or ill employees, Management, School Leadership, treating doctors and specialists, and WorkCover Queensland.

The Injury and Illness Officer ensures compliance with relevant legislation and Catholic Education Services policies and procedures in respect to injury and illness coordination and return to work.

This position works closely with internal and external stakeholders to effectively contribute to the achievement of the organisation's Strategic Direction.

The Injury and Illness Officer reports to the Manager – Human Resource Administration for day to day activities and works in collaboration with all Human Resource (HR) team members, as well as the Work Health and Safety (WHS) Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Typical duties performed may include, but are not limited to:

Work and Non-Work-related injury and illness coordination

- Maintain currency of knowledge with regards to work health and safety legislation, workers' compensation legislation and Catholic Education Services policies and procedures regarding injury and illness coordination and return to work processes;
- Develop and review systems in relation to work and non-work related injury and illness coordination and return to work processes;
- Communicate policies and processes to Management, School Leadership and employees;
- Provide advice and support to Management, School Leadership and employees exercising judgement and discretion. Escalate complex issues to the Manager – Human Resources Administration;
- Coordinate new and on-going WorkCover claims, including identifying concerns and conducting appropriate investigations relevant to the concerns, in accordance with relevant legislation and Catholic Education Services policies and procedures;
- Establish early intervention practices by ensuring all schools adhere to incident reporting requirements via an online reporting system, and liaising with the WHS Manager for any dangerous incidents or serious injuries and illnesses;
- Identify and coordinate new and on-going non-work related injury and illness cases, in accordance with Catholic Education Services policies and procedures;
- Maintain communication with Management, School Leadership and the injured employee during the return to work process, displaying sensitivity, confidentiality and professionalism;
- Review and interpret medical reports and certificates and make recommendations regarding the employee's work capabilities in consultation with the employee, Management and School Leadership;
- Liaise with WorkCover Queensland on a regular basis to ensure all compensation claims are achieving positive outcomes;
- Liaise with Medical practitioners, including coordinating independent medical examinations where necessary;
- Where necessary, undertake worksite visits to identify suitable duties in conjunction with medical evidence, as well as provide education such as safe manual handling practices to assist the employee, Management and School Leadership in injury prevention;
- Develop and/or review suitable duties programs where specialist advice is not required in accordance with medical information;
- Where necessary, liaise with designated WorkCover Queensland and/or legal representatives to prepare appeal documentation based on analysis of correspondence and medical information of a potential claim against Catholic Education Services;
- Maintain accurate and confidential injury and illness records for each injured or ill employee;
- Collate CES workers' compensation and injury and illness data to produce reports and provide analysis of data, including injury trends and compensation claim costs, which assists with tracking and reviewing the management of injuries and illnesses;
- Draft correspondence associated with an employee's return to work, including correspondence to the employee and/or medical specialist;
- Establish and maintain effective working relationships with internal and external stakeholders;
- Coordinating and establish wellbeing initiative in conjunction with internal and external stakeholder;
- Assist the WHS Manager with health and safety related tasks as required;
- Contribute as an effective HR team member by sharing information, supporting and assisting colleagues in a proactive manner;
- Perform other duties as directed by the Manager – Human Resources Administration;
- Maintain appropriate behaviours when engaging with children.



GENUINE OCCUPATIONAL REQUIREMENTS

- Accountable and responsible for ensuring professional behaviour;
- Ability to cope with own emotions and behaviour effectively;
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others;
- Ability to maintain an appropriate level of confidentiality;
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position;
- Ability to prioritise workloads and manage multiple tasks with competing timelines;
- Ability to accept responsibility for own work;
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks;
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks;
- Take reasonable care to ensure their own health and safety and that of others;
- Facilitate the prevention of child harm by recognising and responding appropriately.

Physical requirements of the position:

- Work is normally performed in a typical interior office;
- Capacity to safely access different school environments (e.g. prolonged walking, uneven ground) as well as demonstrate safe manual handling practices (if required);
- Some travel required, including occasional driving of a motor vehicle;
- Frequent use of telecommunication and electronic equipment.

MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Tertiary qualifications at Degree level or equivalent qualifications relevant to the position is highly desirable or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position;
- Unless an exemption applies all staff are required to hold a current Working with Children Blue Card or be eligible to apply;
- Current drivers licence;
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education;
- Promote child safety at all times.

RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland 2015-2019

ADDITIONAL INFORMATION

The incumbent will need to have, or be willing to develop:

- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues
- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2010.



EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name: _____

Signature: _____ **Date:** _____