



Executive Level 1 Assistant Director, Premiums and Cost Recovery

\$119,133 to \$141,953 per annum plus 15.4% superannuation

Canberra ACT, Melbourne VIC

**WE CARE: IT'S WHAT
SETS US APART.**



OFFICIAL

Position Detail	
Job Reference	VN-0751987
Classification	Executive Level 1
Employment Status	Ongoing <i>A merit pool will be created and may be used to fill similar ongoing and non-ongoing vacancies</i>
Hours	Full time
Group	Scheme Management
Team	Premiums and Cost Recovery
Location	Canberra ACT, Melbourne VIC
Selection Process	<p>Please apply through Comcare's Current Vacancies website, providing a statement of claims with your response outlining what you could bring to this position including your skills, experience and knowledge relevant to the below job specific capabilities and role (maximum 2 pages).</p> <p>Our competitive merit process can take approximately six weeks, covering shortlisting, interviews, references, and offers. Processes may also include psychometric testing and a written assessment.</p> <p>We welcome candidates from within or outside of the Australian Public Service to apply. The Australian Public Service Commission has provided guidance which may assist with your application: Cracking the Code.</p>
Eligibility and Specific Conditions of Employment	<ol style="list-style-type: none">1. Australian citizenship.2. Character clearance (Australian Criminal History Check).3. Employee Health Declaration.4. Six months probationary period for new engagements.5. Ability to obtain and maintain a Baseline Security Clearance. <p>For information on conditions of employment, please go to Working at Comcare.</p>
Applications Open and Close	Friday, 29 November 2024 to Sunday, 8 December 2024 at 11:59pm (Australian Eastern Daylight Time)
Contact Officer	Please contact Recruitment@comcare.gov.au

Team and Role Overview

The Premiums and Cost Recovery Team (PCR) sits within the Scheme Management group and is responsible for:

- calculating and communicating annual workers' compensation premiums for employers
- developing and delivering performance reporting and analysis for claims and liability outcomes
- managing and delivering Comcare's annual cost recovery process and associated activities.

The Assistant Director, Premiums and Cost Recovery sits within the PCR team. The role is responsible for being a point of contact for Finance and audit related queries along with contributing information towards Financial and Annual reports. The role will be mainly responsible for liaising with internal and external stakeholders to ensure that the Cost Recovery Process is completed smoothly and for ensuring the ongoing continuous improvement efforts.

The Assistant Director, Premiums and Cost Recovery will provide advice based on sound analysis based on financial and nonfinancial information. They will also be responsible for the Annual update of Cost Recovery Implementation Statements. The role would require an understanding of cost recovery concepts and accounting disclosures, preferably in a government and / or insurance context. Knowledge of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) would be an advantage in this role.

Primary Responsibilities:

1. Establish, develop and manage relationships within PCR, with other strategic Comcare business areas (particularly Finance, Self-Insurance and Account Management) and with key strategic external service providers.
2. Collaborate, review and provide input to the Finance area for matters relating to cost recovery for Financial Statements and Annual Reports.
3. Manage logistic associated with Cost Recovery activities and related forums.
4. Responsible for driving continuous improvement opportunities identified in the Cost Recovery Review.
5. Where required, responsible for updating Cost Recovery Implementation Statements.
6. Where required, performing quality analysis and collaboration of financial data for the purpose of Indicative and Final Letters.
7. Point of contact for all audit related queries.
8. Provide expert advice based on detailed analysis performed on Financial and non-financial information.
9. Contribute to the development and implementation projects and tasks to achieve strategic and operational goals.
10. Prepare and review briefs.
11. Participate in corporate learning and development activities.
12. Lead and exemplify a healthy and safe working environment, modelling and promoting ethical behaviour and practices consistent with the APS Code of Conduct and APS Values.
13. Lead and pro-actively engage staff to build a collaborative and functioning work environment, and commitment to shared goals.

14. Assist in developing the strategic direction for the work area and align longer-term planning with other Comcare staff to build an improved organisational understanding of how employer premiums and cost recovery are determined.
15. Generate new ideas, innovative solutions and strategies for continuous improvement in the quality and efficiency of services.

Job Specific Capabilities

1. Expertise and experience in accounting principle and cost recovery frameworks.
2. Experience in understanding data, completing complex analyses in an accurate and timely manner and ensuring quality of work.
3. Ability to coordinate and manage a diverse range of stakeholders to achieve objectives in a cost recovery setting.
4. Ability to understand an organisation's responsibilities and find solutions to complex issues and problems.

Qualifications and Experience

Mandatory:

- Significant experience in a similar government cost recovery role.
- Understanding of workers compensation in a government context.

Desirable:

- Tertiary qualifications in Accounting/Finance.

Who we are

For over thirty years, Comcare has been the national authority for work health and safety, and workers' compensation.

- **Our purpose** is to promote and enable safe and healthy work, and to minimise the impact of harm in the workplace.
- **Our mission** as a sector leader is to enhance workplace safety, prevent injury, and foster early intervention. We administer a workers' compensation scheme covering over 860,000 employees across multiple industries.
- **Our stakeholders** are central to our purpose. We partner with employees, employers, and service providers to tailor our services to their specific needs.
- **Our workforce** is flexible, diverse, respectful, and professional. We take an insight-driven, evidence and risk-based approach to our work. Comcare cares about the health, safety and wellbeing of its employees and making impactful change.

By joining Comcare, part of the Australian Public Service (APS), you will enjoy the benefits of being part of a culture which is focused on making a positive impact on the health and safety of Australians.

We demonstrate our dedication to your well-being, through a range of conditions and benefits and will actively support your pathway to career growth. We recognise that flexibility applies to all roles to assist with maintaining a positive work/life balance, however, not all types of flexible working arrangements will be suitable for all roles or circumstances, but include access to part-time work, flex-time, hybrid home/office work arrangements.



We care about making an impact.

Make a meaningful contribution to the health and safety of workers nationwide. Our experienced workforce are pioneers of safe work initiatives, including strategies to address psychosocial hazards.

- *We design and deliver innovative and prevention focused initiatives that promote and enable safe and healthy work.*



We care about you.

We value flexibility and diversity. We celebrate our inclusive workplace and provide leave for community volunteer work or activities related to employees' cultural background.

- *All employees have access to a health and wellbeing reimbursement and can use Employee Assistance programs.*
- *Generous leave provisions with four weeks annual leave, plus additional paid leave over Christmas and New Year, personal/carer's leave and leave for cultural or ceremonial events.*



We care about each other.

We role model a culture founded on respect and inclusion. Our commitment to safety is reflected in policies that prioritise employee well-being. We recognise your individual needs and provide adaptable work arrangements to foster work-life balance.

- *Flexible work for your life balance including work from home and office arrangements, and flexitime for employees up to and including the APS6 level.*



We care about growing your career.

We champion a culture of development, offering on-the-job training, support for studies, and a year-round calendar of professionally facilitated courses. We foster an environment for you to achieve career goals.

- *Investing in your career development through a range of learning options, from on-the-job training, formal training courses, support for continued professional development, up to \$5,000 per year in study assistance, as well as coaching, mentoring, and opportunities to make a difference through various working groups.*



We care about recognising your contribution.

We recognise and reward your contribution and commitments to outstanding work. You will experience great working conditions including competitive salaries with 15.4% superannuation, generous leave conditions, modern amenities, and flexible working arrangements.

- *Annual CEO Awards recognising outstanding achievements.*

RecruitAbility Scheme

Comcare is committed to supporting the employment and career development of people with disability. Our participation in the APS RecruitAbility scheme means you will be progressed to further assessment if you declare you have a disability, opt into the scheme and meet the minimum requirements for the position.



How do I opt into the RecruitAbility scheme?

Please indicate in your application if you wish to opt into the RecruitAbility scheme.

Reasonable adjustments

We provide reasonable adjustments such as access, equipment, or other practical support at relevant stages of the recruitment process. Further details about the RecruitAbility scheme please go to [the Australian Public Service Commission, A Guide for applicants](#).

Diversity and Inclusion

The range and nature of work in Comcare requires a workforce that reflects our diverse society. We are an inclusive employer and actively encourage and welcome applications from Aboriginal and Torres Strait Islander people, people with disabilities, people from diverse cultural and linguistic backgrounds and mature-age people. We are committed to providing an environment that values diversity and supports employees to reach their full potential.

If you require any special arrangements to be made for assessment, please indicate this in your application and a member of the selection panel will contact you.

Merit Pool

A merit pool of suitable applicants may be created which can be used to fill future similar vacancies should they become available over the next 18 months.