



Position Description

Return to Work Coordinator



Welcome to our School

Acclaimed as a great private school, Haileybury is a uniquely rewarding educational experience. Through our innovative approach to teaching and learning, students can discover more, achieve more and become more.

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Darwin (Northern Territory), Haileybury Pangea and across South East Asia in China, Vietnam, the Philippines and Timor-Leste. Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year, Senior School of the Year and Principal of the Year. Haileybury has also been ranked as the number one coeducational primary school in Victoria and the number two secondary school, based on national testing results.

At Haileybury, "every student matters every day" and as such we prioritise the safety and wellbeing of all students in our care. Every person in our community is to be aware of and abide by the Child Safety and Wellbeing Policies and Procedures to keep every student in our care safe.

Discover more about Haileybury at www.haileybury.com.au

Working with us

Haileybury is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.



Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.

Our Magenta Principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community

* zero tolerance for child abuse



Position details

Position title	Return to Work Coordinator
Campus location	Various Haileybury Campuses: Berwick, Brighton, City, Keysborough
Reports to	Risk & Compliance Director
Manages others	No
Salary range	\$46,000 (0.6 FTE) + 11.5% super

Responsibilities

The Risk & Compliance Team performs a pivotal role in ensuring that the School is able to reliably achieve its objectives while addressing uncertainty and acting with integrity. The team supports the School with the capability and capacity to ensure that risks are identified early and managed effectively, internal and external obligations are understood and adhered to, and the School environment is safe for our students, staff and visitors.

The Return-to-Work Coordinator plays a pivotal role in ensuring a safe workplace by providing early-intervention injury management, facilitating injured workers' return to work, ensuring that Haileybury's duties relating to worker's compensation are met, and actively contributing to injury prevention strategies.

Core responsibilities of the Return-to-Work Coordinator include:

Injury Management and Return to Work

- Maintain Haileybury's injury management and return to work processes in accordance with the Workers Compensation Act and other relevant legislation, codes of practice and standards
- Provide advice and training to managers in Haileybury's injury management and return-to-work policies and procedures
- Support injured workers by implementing early intervention strategies, preparing return-to-work plans (in collaboration with managers) and ensuring they are adequately supported throughout the return-to-work process
- Support managers of injured workers by assisting in finding suitable duties, preparing return-to-work plans, and engaging with the manager and injured worker throughout the process

Workers Compensation and General Insurance Claims

- Manage inbound workers' compensation and general insurance claims in consultation with the insurance agent
- Provide information to employees on the claims process and their rights and obligations as necessary
- Monitor claims cost performance and liaise with the insurance agent to ensure proactive claims management and appropriate accounting of costs
- Provide advice to the School to ensure compliance with the Workers Compensation Act
- Participate in investigations instigated by the insurance agent as necessary
- Participate in conciliation proceedings as necessary



Non-Work-Related Injuries and Illness

- Support managers in understanding and fulfilling their responsibilities for managing non-work-related injuries and illness
- In consultation with managers, ensure that the risk of aggravation of non-work-related injuries is managed
- Where appropriate, in consultation with injured or ill workers, develop and monitor a care plan that supports their return to work

Reporting

- Manage a database of work and non-work-related injuries, ensuring that robust record-keeping is maintained
- Provide regular reporting and updates on individual workers' compensation claims and return to work processes to the Risk & Compliance Director, Head of People and Culture and Chief Operating Officer on an agreed schedule
- Source, collate and report data relating to workplace injuries, workers' compensation claims and return-to-work processes at regular intervals

While the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the School community and participate fully in a range of events and activities.

Key selection criteria

- A sound knowledge of the application of injury management and return to work legislation, codes of practice and other relevant guidance in Victoria, including the Workers Compensation Act
- Experience in RTW advisory, coordination or similar type role
- High level of general computer and ICT systems literacy
- Demonstrated ability to engage with and influence stakeholders at all levels
- Ability to communicate proactively, in an engaging and respectful manner
- Demonstrable understanding of appropriate behaviour for working in an environment amongst children
- Demonstrated understanding of confidentiality and privacy requirements relating to the role
- Own vehicle and the ability to travel between campuses
- Sound capability in the use of the normal suite of Microsoft Office products
- Valid Working with Children Check (WWCC)
- Ability to obtain a Nationally Coordinated Criminal History Check
- High degree of personal and professional integrity

Inherent qualities

Cognitive Demands

- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment.



- Ability to carry out high-level responsibilities, and effectively interact and communicate with students.
- Ability to make high-level decisions and/or be involved in high-level decision-making.
- Ability to be resilient when dealing with staff and students.

Physical Demands

- Ability to sit at a desk or computer terminal for long periods.
- Ability to lift/carry materials or equipment of up to 5 kg for short distances.

Environmental Demands

- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.

General information

- All staff who do not hold VIT registration will need to maintain a current Employee Working With Children Clearance and undergo a Nationally Coordinated Criminal History Check Certificate (NCCHC).
- All staff are recommended to be fully vaccinated against COVID-19 and any other viruses where possible.
- All staff are expected to support the vision and ethos of the School.
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- Standard working hours are based on required and agreed requirements of the role and will generally, be worked between the hours of 8.00am to 6.00pm, Monday to Friday. This position requires flexibility to operate outside the standard hours when the situation requires.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.

Commitment to child safety

Haileybury is a child safe organisation which welcomes all children, young people and their families. Haileybury is committed to the safety and wellbeing of all children, including those under the care and supervision of the school. The school recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The School's mission 'to deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel', which can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their



lives. Our child safe policies, processes and codes are inclusive of the needs of all children and students including Aboriginal students and their families.

Haileybury has zero tolerance for child abuse in any form and takes proactive steps to identify and manage any risks of harm to students in our school environments. When child safety or wellbeing concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

We promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer or asexual (LGBTIQ+) and other students experiencing risk or vulnerability.

Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working with Children, police records and reference checks to ensure that we are recruiting the right people.

Further information

Further information about this position is available from peopleandculture@haileybury.com.au

This position description was prepared in: October 2024