

Occupational Health Partner

Position Description

Group	City Operations	Department	Work Health and Safety
Reports To	Occupational Health Coordinator	Direct Reports	No
Queensland Local Government Industry Award - State 2017 -Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services.	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 6

Position Purpose

The Occupational Health Partner is responsible for partnering with leaders and team members across Council to provide proactive and responsive coaching and specialist advice on Occupational Health matters, including the interpretation and application of legislation, policies, processes and procedures.

Key Responsibilities and Outcomes

As an Occupational Health Partner you will:

- Contribute to the development and drive the delivery of the Work Health and Safety strategy, and partner with department leaders to implement initiatives aligned to strategic team member health and wellbeing objectives.
- Develop effective business partnerships with assigned key stakeholders across Council to understand their business requirements, identify trends, develop solutions and strategies to meet their long-term operational requirements.
- Proactively manage a portfolio of work and non-work-related injury and illness cases end to end with leaders across Council, applying best practice approaches aimed at sustainable return to work outcomes.
- Review and provide specialist advice to leaders across Council in relation to pre-employment medical assessments including providing guidance on associated risks to support decision making.
- Coach and provide specialist advice to leaders across Council in relation to all Occupational Health matters, policies and process aligned to best practice and legislative requirements.
- Coach and partner with leaders in responding to complex issues impacting recovery and return to work, to build effective leadership capability and drive sustainable return to work outcomes.

- Provide insights to the Work Health and Safety leadership team on Occupational Health trends and areas for leadership development, to inform future initiatives and broader strategic opportunities.
- In partnership with the Safety Business Partnering Team/ Principal, manage the implementation of statutory health monitoring and/or surveillance program in council including any risk mitigation strategies.
- Contribute to the ongoing development and continuous improvement of Occupational Health policies and procedures.

Our Values

Our values:
guiding how we
work and shaping
our future.



SEE THE PERSON.
SEE THE CITY.



OWN THE SOLUTION.
FOR TODAY AND
TOMORROW.



FALL, LEARN, RISE.
TOGETHER
WE GROW.



THINK BIGGER.
LET'S GO.

Decision Making

Budget

N/A

Delegations

Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- 5 + years Occupational Health experience working in a similar role.
- Experience in Local Government and self-insurance environments, highly regarded.
- Comprehensive knowledge and experience applying relevant frameworks and legislation covering the management of employees in a contemporary workplace. This includes the Workers' Compensation and Rehabilitation Act 2003, and the Work Health and Safety Act 2011.
- Highly developed written and verbal communication skills to provide specialist advice, direction and support to key stakeholders.
- Demonstrated problem solving and inquiry skills, including the ability to summarise complex issues in a concise and meaningful way, identify current and emergent issues and develop recommendations for resolution.
- Demonstrated experience handling complex health and wellbeing matters, managing return to work processes end to end independently.
- Excellent time management skills and adaptability to change, with demonstrated ability to shift focus and re-prioritise on short notice, working within tight deadlines.
- Highly developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation.

Qualifications

- Relevant tertiary qualification in Allied Health (eg. Occupational Therapy, Physiotherapy), or significant relevant experience.
- Certified Return to Work Coordinator or relevant recency of practice qualifications.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.