

# HR Case Officer

**Position Purpose**

Assist the Senior HR Business Partner and Company people managers in providing efficient, compliant and consistent advice and support in injury management and general HR administration.

**Reporting to:**

Senior HR Business Partner

**Position Responsibilities:**

- Deliver efficient and consistent injury management support to all people managers;
- Coordinate Rail Safety Worker (RSW) medicals and any associated appointments for new and existing employees;
- Management of injury management and RSW medical documentation through accurate data entry, record keeping and report creation;
- Fulfill the Return-to-Work Coordinator role on behalf of the Company;
- Collaborate with key stakeholders including WorkCover Queensland and Company appointed Doctors to ensure an integrated approach to case management;
- Administrative support of culture programs which reinforce the positive work environment including events support, data entry / co-ordination for the Senior HR Business Partner, as required;
- General day to day HR administration including HR systems updating and creation, report generation including updating internal HR database, sick/annual leave, file maintenance as required by the Senior HR Business Partner;
- Supporting the Head of HR and Senior HR Business Partner in maintaining a vibrant and dynamic workplace. This will involve ad-hoc duties from time to time as directed.

**Competencies Required**

- Experience working in a professional services environment;
- Proficient in Microsoft Office applications;
- Ability to maintain confidentiality and act with discretion at all times;
- Experience in building strong relationships with key stakeholders; and
- Work as a Rail Safety Worker Category 4 (non-safety critical worker).

**Profile Requirements**

- Enjoy the challenge of a varied work day, ability to multi-task;
- Ability to act and behave with integrity and in accordance with KD's code of conduct and values at all times and in such manner so as not to bring KD into disrepute or disrespect;
- Be highly self-motivated, with a positive can-do attitude;
- Ability to actively seek out opportunities for improvement and be a key driver for positive change;
- Ability to maintain confidentiality at all times;
- Excellent organisational skills, with an ability to prioritise important activities and complete tasks to deadlines;
- Have excellent administration and communication skills; and
- Be fluent in written and spoken English, and legally entitled to live and work in QLD.

## POSITION DESCRIPTION

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All KD workers have a responsibility to comply with and implement the KD Integrated Management System and to participate in processes, systems and procedures for Health, Safety, Quality and Environment (HSQE) that support KD business activities. Responsibilities are set out below:

- Comply with and implement the processes and systems that support positive safety culture and integrate positive safety culture into everyday work activities and behaviours
- Contribute through the implementation of work activities and demonstrate behaviours in line with a positive safety culture to achieve KD's objectives and targets
- Comply with and implement, participate in and support the KD's continual improvement processes and systems
- Participate in internal and external audits for continual improvement of KD's systems and processes
- Comply with and implement KD's systems and processes
- Attend education, awareness and training provided by KD, hold the competencies to perform the role
- Report all incidents and accidents in accordance with KD's incident reporting process
- Participate in KD's injury management process
- Integrate HSQE performance requirements into behaviours and activities, follow processes and systems and provide feedback to the HSQE team to facilitate continual improvement
- Comply with and implement KD's Fit for Work programs and system and attend work – fit for work
- Comply with and implement the HSQE requirements for human factors identification and assessment
- Participate in, comply with and implement the processes and systems that facilitate corrective actions, opportunities for improvement and hazard reporting