



Position Description

Administration Officer (Workers Compensation)

Sustainable Timber Tasmania manages Tasmania's public production forest for a vast array of environmental, social and economic values. Managing these forest values respectfully, innovatively and sustainably is at the heart of everything we do. As a Government Business Enterprise, we are committed to sustainably managing the forest estate, sustainably supplying timber and sustainably growing our business. Sustainable Timber Tasmania is proud to be a recognised as a Tasmanian Employer of Choice. Our people are key to the success of the business and we invest in the development of a flexible, diverse, supportive and inspiring workplace.

ORGANISATIONAL CONTEXT

Division:	Forest Products	Group:	Workplace Health & Safety
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POSITION PURPOSE

Provides administrative support and services to the WHS team in the areas of Workers Compensation and Self Insurance requirements.

POSITION DETAILS

Position No.	Reports To	Direct Reports	Location
10468	WHS Manager (10401)	NIL	Camdale

Industrial Instrument	Sustainable Timber Tasmania Enterprise Agreement 2025
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Broadband Classification	B
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POSITION ACCOUNTABILITIES

Duties and responsibilities may include, but are not limited to the following:

- Provide administrative support to the WHS Team for Workers Compensation Claims ensuring confidentiality and in accordance with Policies, Procedures and Legislative requirements.
- Provide administrative support for STT to meet Self Insurance requirements, including providing assistance in annual reporting and compliance obligations.
- Utilise and develop a strong working knowledge of various software applications, databases and related systems to record data, manage information related to claims and injuries to facilitate outcomes related to Workers Compensation and Self Insurance
- Contribute towards process and system continuous improvement related to administrative functions for Workers Compensation and Self Insurance duties to streamline outcomes for STT.
- Record accurate expenditure against claim and monthly costs for management and future reporting, ensure invoices are processed correctly and submitted to finance for action
- Assist and support other departments within STT with knowledge relating to Workers Compensation and Self-insurance matters
- Assist the WHS Manager with reporting and presenting data to STT and other stakeholders by generating reports on claims activity and trends as required.

KEY COMMUNICATIONS	
	<ul style="list-style-type: none"> Internally the position communicates with the WHS Team, Finance and other key internal STT stakeholders Externally the position communicates with WorkCover Tasmania, service providers, doctors and health professionals, and other relevant stakeholders as required due to the nature of the work

QUALIFICATIONS AND EXPERIENCE	
	<ul style="list-style-type: none"> Cert III or higher in Business Administration and/or relevant office experience Previous experience or Knowledge in Workers Compensation and Self Insurance would be desirable Strong computer and software skills Strong numerical, literacy and attention to detail skills Demonstrated time management and planning skills Well-developed communication skills both written and verbal Demonstrated ability to work effectively as part of a team or individually

CAPABILITIES – TEAM MEMBER		
Leads Business	Continuous Improvement	Consistently striving to improve processes, systems and products to drive efficiencies and build customer value.
	Managing Priorities and Workflow	Defining work priorities, action plans and resources to facilitate the efficient delivery of work.
	Decision Making	Applying a systematic process for evaluating and selecting the most appropriate course of action given available information.
Engages Others	Collaborating	Leveraging the skills, knowledge and expertise of others within and across teams to effectively deliver work outcomes.
	Influencing Others	Formulates a persuasive argument to build commitment to an agenda or influence others' commitment to a course of action or plan.
	Building Customer Commitment	Takes responsibility for customer satisfaction and building sustainable customer relationships by delivering quality outcomes and resolving issues that arise.
Leads Self	Courage	Proactively confronts difficult situations, takes definitive actions to protect the interest of others, their team and the organisation.
	Adapt and Respond to Change	Adapts to changing requirements, accepts new ways of working with positivity and aligns behaviours to support change.
	Action Orientation	Takes independent, prompt action to overcome barriers, respond to changing circumstances and deliver positive outcomes.

	Quality Orientation	Produces work output with a high degree of accuracy, identifying and correcting errors or mistakes before delivering final work product.
Values	1.	Respect – We create safe spaces
	2.	Responsibility – We take ownership
	3.	Growth – We create sustainable value
	4.	Excellence – We make it happen

CHALLENGES

The main challenges facing the position include:

- Extracting information from other parts of the business to collate reports in a timely manner
- Prioritising workload and tasks in a busy environment with conflicting priorities
- Ensuring internal and external requests support is provided in an accurate and timely manner

OTHER REQUIREMENTS

- Complete the annual Performance Development process for self and direct reports
- Achieve and maintain the required skills, certificates and accreditation to perform the requirements of the role
- Comply with and adhere to the organisation's policies and procedures, including the Code of Conduct
- Adhere to duty of care responsibilities to yourself and others under health and safety legislation
- If required be available for rostered fire duties on weekends, public holidays and outside normal work hours. This will involve passing the annual fire fighter health evaluation comprising a medical assessment and fitness test and relevant training

ORGANISATION CHART

Workplace Health and Safety

