**Return to work coordinator**

ASC is Australia’s submarine company. We built the Royal Australian Navy’s Collins Class submarines, sustain them, and are now delivering their Life of Type Extension to increase the boats’ service lives. We have also been selected by the Australian Government to sustain and jointly build the nation’s nuclear-powered submarines – the largest and most complex industrial undertaking in Australia’s history.

Our work is interesting and meaningful, contributing directly to Australia’s national security. We offer rewarding roles that provide the opportunity to grow your career, and the flexibility to balance life and work. A career at ASC is like no other, delivering a deeper purpose we can all be proud of.

**About the Opportunity**

Reporting to the Workers Compensation Claims Manager, the Return to Work Coordinator provides support and assistance to coordinate and facilitate the early, safe, and effective return to work of employees that have been injured at work, in accordance with the Return-to-Work Act (SA) 2014 and regulations, ASC policies and processes, and the code of conduct for self-insured employers, and WA requirements.

This national role is based at ASC North and provides coverage across both Osborne, South Australia and ASC West in Henderson, Western Australia.

**Responsibilities**

* Management and administration of ASC’s early intervention programs and return to work processes.
* Develop, implement, and monitor tailored recovery and return to work plans in consultation with key stakeholders.
* Liaise with management, medical providers, on-site health centres, internal claims team and insurers.
* Participate in case conferences and attend medical appointments with injured workers when applicable.
* Provide advice and education about the RTW process to the business.
* Maintain files in accordance with the governing legislation and frameworks.

**About you**

* At least 5 years’ experience in workplace injury management or return to work coordination with a self-insured business.
* Familiarity with legislative frameworks and rehabilitation guidelines in SA and WA.
* Strong understanding of workers’ compensation systems and rehabilitation services.
* Ability to manage priorities and utilise time management skills to achieve objectives and manage workloads.
* Demonstrated excellence in verbal and written communication, complemented by strong interpersonal and organisational leadership capabilities.
* Strong attention to detail and focus on quality/accuracy and responsiveness.
* Ability to engage with multiple stakeholders across the business.

 **Eligibility**

This role requires a current National Police Clearance and an Australian Defence Security Clearance. Your eligibility for this role is dependent on you obtaining and maintaining such clearance.

To check your eligibility please visit the Australian Government Security Vetting Agency website.

**Benefits**

* Unique and challenging work with a deeper purpose.
* Flexibility over how, when and where you work for the best work/life balance.
* Up to 10 days additional leave every year so you can rest and recharge.
* Generous parental leave so you can give your family the focus it deserves.
* Subsidised childcare to ease the financial pressure on your family.
* Health and wellbeing initiatives so you can perform at your best at work.
* Professional development opportunities to advance your career.
* A diverse and supportive environment where you can thrive.
* Discounts and exclusive offers from leading Australian brands to help you save.

**About ASC**

Established in 1985, ASC’s 2500-plus staff offer a depth of submarine design, project management, supply chain, construction and engineering experience and expertise that is unparalleled in Australia’s defence industry. The company’s work on Australia’s nuclear-powered submarine build and the Collins Class Life of Type Extension takes place in Osborne, South Australia, with sustainment shared across Osborne and Henderson, Western Australia. ASC also plays a leading role in training Royal Australian Navy submariners.

Apply today for a career with a deeper purpose.

***Early applications are encouraged as shortlisting may commence immediately.***