



Job Description Form

SESSIONAL ARBITRATOR

KEY RESPONSIBILITIES

Arbitrators are responsible for resolving, by binding determination, disputes between the parties to a workers' compensation claim. WorkCover WA engages sessional arbitrators on a contractual basis to assist with management of the dispute caseload and work may be allocated to sessional arbitrators by the Registrar of the Workers' Compensation Arbitration Service. However, engagement is no guarantee of work.

Sessional arbitrators are appointed via a statutory designation under the *Workers Compensation and Injury Management Act 2023* (the Act).

Sessional arbitrators are required to comply with the conduct and engagement protocols of WorkCover WA.

STATEMENT OF DUTIES

- Hear and determine workers' compensation disputes in accordance with the Act by:
 - presiding over arbitration hearings and making final and binding determinations on disputed claims for compensation in accordance with the Act;
 - presiding over directions and interlocutory hearings and issuing interlocutory and case management orders in disputes
 - producing timely written reasons for determination identifying the findings of fact and law applied in coming to that determination;
 - conducting proceedings in accordance with the Arbitration Rules.
- Undertake the duties of an arbitrator in accordance with the professional and administrative requirements set by the Registrar and the Arbitration Service.
- Work collaboratively with the staff of the Arbitration Service to produce high quality and timely decisions.
- Work with the electronic case management system in use in the Arbitration Service.

Other

- Comply with the requirements of the Agency Code of Conduct and all relevant legislation including EEO, WHS and Records Management.

PERSONAL CHARACTERISTICS

- Committed to a strong work ethic and self-improvement

- Customer focused
- Exhibits personal integrity and professionalism
- Innovative

LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted Leadership Expectations which provides common understanding of the mindsets and expected behaviours required of our employees and the public sector.

The leadership context for this role is **Personal Leadership**.

SELECTION CRITERIA

Qualifications/Experience (Essential)

1. Legal practitioner of not less than five years' standing as defined in the *Legal Profession Uniform Law (WA)* and with relevant post admission experience in a legal role.

Essential work-related criteria

2. High level analytical skills and the capacity for impartial judgment.
3. Proven ability to interpret and apply legislation and case law.
4. Demonstrated dispute resolution experience, in particular involving contested litigation.
5. Understanding of effective contemporary case management.
6. Demonstrated high level written and verbal communication skills.
7. Demonstrated ability to work constructively as a member of a team.
8. Ability to operate within an electronic environment, including proficiency in Word and Microsoft Outlook

Highly Desirable work-related criteria

1. Knowledge of the *Workers Compensation and Injury Management Act 2023* and associated case law.
2. Experience in a decision-making role.

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements as at September 2026.

