



Safe Work Australia Application Kit

Policy Officer – Occupational Diseases and Hygiene Policy

(VN 0694836)

POSITION DETAILS

Classification:	APS 6
Position Number:	Various
Salary:	\$90,335 pa - \$99,524 pa (plus 15.4% superannuation)
Employment type:	Ongoing, Non-Ongoing, full time (37.5 hours) and part time
Location:	Canberra, ACT (remote working arrangements may be considered)
Sections:	Occupational Diseases and Hygiene Policy
Branch:	Chemicals, Occupational Hygiene and High Risk Work Policy
Contact Officer	Sam Hamilton, Sam.Hamilton@swa.gov.au or 02 6121 3906
Closing Date	11.30pm (AEST) Thursday, 07 October 2021 Extensions may be granted in exceptional circumstances only.



The role

The Occupational Diseases and Hygiene Policy Section is a dynamic team responsible for the development of national policy relating to occupational diseases and occupational hygiene, including:

- occupational infectious diseases, including COVID-19
- occupational respiratory diseases, including silicosis and asbestosis, and
- physical hazards such as noise and vibration.

It is an exciting time to join our team, with three priority areas of work being progressed in 2021-22:

- Implementation of the occupational lung diseases workplan, in particular managing regulatory reforms to reduce workplace exposure to respirable crystalline silica.
- Development of national policy guidance on WHS risks due to COVID-19.
- Implementation of the recommendations of the 2018 Review of the model Work Health and Safety (WHS) laws related to asbestos.

Due to the importance of this work to our members and Ministers, we are seeking a high performing candidate at the APS 6 level. We are looking for an enthusiastic team player who not only has the requisite technical experience but also strong communication and policy development skills. Experience in project management is also highly desirable, but professional development in this area will be offered for the right candidate.

The key duties of the Policy Officer role include:

- Contribute to the review of national COVID-19 guidance materials.
- Contribute to a program of regulatory reforms to reduce workplace exposure to occupational respiratory hazards and the incidence of occupational respiratory diseases, such as silicosis and silica associated diseases.
- Support the Agency's senior executive and executive level staff by developing well-researched policy and advice to achieve the Agency's strategic objectives related to occupational diseases and occupational hygiene.
- Contribute to the maintenance of the national work health and safety (WHS) legislation.
- Analyse complex issues and draft high-quality documents including briefs, policy papers, model Codes of Practice and guidance material.

Safe Work Australia will provide you the opportunity to be at the forefront to influence and reshape Government policy that impacts all Australians. The work we do is challenging and rewarding.

We are an inclusive workplace and people from diverse backgrounds are strongly encouraged to apply.

Positions will be filled on a full time or part time basis, depending on individual and business needs.

Our Agency

Safe Work Australia (SWA) is the national policy body for WHS and workers' compensation. We are jointly funded by the Commonwealth and state and territory governments and work collaboratively with work health and safety regulators, industry groups and unions.

We are a small Agency of around 100 people located in Canberra and our work plays a significant role in the lives of 13.5 million working Australians and their families.

We are committed to professionalism, excellence, and collaboration. We encourage innovative thinking and the drive and skill to see those ideas implemented.

We are an engaged workplace that prides ourselves on our commitment to safety, diversity, and inclusion. We have an active Workplace Inclusion Network and social club and we participate in a range of corporate and charitable activities.

Education and experience

- A degree in science, health or a related discipline is essential.
- Qualifications in public health or occupational hygiene will be highly regarded.
- Experience in policy development will be highly regarded.
- Experience working for a WHS or natural resources inspectorate will also be highly regarded.

Eligibility

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be engaged in the APS unless the Agency delegate has agreed in writing. Applicants are to indicate their citizenship when applying. Successful candidates will be required to undergo a Baseline Security Clearance and National Police Check.

How to apply

Our [website](#) provides guidance to assist you through the application and selection process.

To apply for these roles, you will need to send:

- a [completed application coversheet](#)
- a resume outlining your career history and qualifications
- a pitch (no more than 1 page) telling us how your skills, knowledge, experience, and qualifications make you the best person for the job. Please indicate which level/s you are applying for.

To recruitment@swa.gov.au, by **11.30pm (AEST) Thursday, 07 October 2021**.

Please note in the subject line of your email (in this order) the job title, classification, and vacancy number (VN) as per the Gazette.

Following the selection process, suitable applicants may be placed in a merit pool which can be used to fill similar roles within 12 months of the vacancy being notified in the gazette.

Any queries relating to the submission of your application can be directed to the People Strategies section via recruitment@swa.gov.au or by phoning 02 6240 5064.