

Safe Work Australia Application Kit

Assistant Directors

(VN 0704195)

POSITION DETAILS

Classification:	Executive Level 1
Position Number:	Various
Salary:	\$113,149 - \$125,819 (plus 15.4% superannuation)
Employment type:	Ongoing, full time (37.5 hours) and part time
Section:	Chemicals Policy and Workplace Exposure Standards Review
Branch:	Chemicals, Occupational Hygiene and High Risk Work Policy
Contact Officer	Leanne McCauley, (02) 6121 3428 or leanne.mccauley@swa.gov.au
Closing Date	11.30pm (AEST), Tuesday, 4 May 2022 Extensions may be granted in exceptional circumstances only.



Your Role

Safe Work Australia's work contributes to the health and safety of 13 million Australians.

We are seeking candidates with a scientific background, coupled with strong leadership, communication, policy development and stakeholder management skills, to fill several high tempo roles. The work of our team is dynamic and high profile so it is important that candidates can demonstrate the ability to effectively manage competing priorities. Experience in project management is also highly desirable.

We are looking for candidates with a degree or experience in one of the following areas:

- Chemistry
- Toxicology
- Biology
- Environmental or physical sciences
- Public policy and regulation, or
- Health or a related discipline

The key duties of the Assistant Director roles in the Chemicals Policy and Workplace Exposure Standards Review Section include:

- Leading a small team of APS level staff to deliver on the policy outcomes of the section, including the finalisation of the Workplace Exposure Standards for Airborne Contaminants (WES) review and implementation of the recommendations of the 2018 review of the model Work Health and Safety (WHS) laws regarding Major Hazard Facilities (MHFs).
- Leading the policy development for emerging issues related to hazardous chemicals in the workplace, including but not limited to hydrogen as a fuel source.
- Managing complex policy related work that is guided by relevant legislation, policies, procedures, standards, methodologies and precedents.
- Conducting and/or managing complex research, analysis and policy work and implementing improvement initiatives (including guidance and other communication tools) on chemical policy and related work health and safety matters.
- Leading and coordinating the preparation of high quality web content, including guidance and information sheets, on matters related to hazardous chemicals.
- Participating in the strategic planning, program and policy development and contribute to the success of the section and Agency.

The key duties of the Assistant Director roles in the Occupational Disease and Hygiene Policy Section include:

- Leading a small team of APS level staff to develop and maintain the Agency's guidance on minimising the WHS risks of COVID-19 in Australian workplaces
- Leading development of WHS policy and guidance related to other infectious diseases in the workplace
- Leading development of guidance on managing the risks of asbestos
- Assisting the Agency to deliver the Occupational Lung Diseases work plan, as required.
- Participating in the strategic planning, program and policy development and contribute to the success of the section and Agency.

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A merit pool may be established to fill future vacancies over the next 12 months.

Our Agency

Safe Work Australia (SWA) is a leading national policy body for work health and safety (WHS) and workers' compensation. We are a small Agency of around 100 people yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness.

We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities.

We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply.

Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths.

Find out more about [who we are and what we do](#).

Our Sections

The Chemicals Policy and Workplace Exposure Standards Review Section and the Occupational Diseases and Hygiene Policy Section are dynamic teams responsible for the development of national policy on hazardous chemicals, occupational hygiene and diseases, to protect Australian workers from risks in the workplace.

It is an exciting time to join our teams, with many significant bodies of work being undertaken, including – the finalisation of the WES review, changes to the model WHS laws for respirable crystalline silica, the implementation of the recommendations of the 2018 Review of the model WHS laws related to MHFs and asbestos. These are in addition to the ongoing support for workplaces managing the risks of COVID-19.

- Finalisation of the WES review – <https://www.safeworkaustralia.gov.au/safety-topic/managing-health-and-safety/workplace-exposure-standards-chemicals/review-workplace-exposure-standards>
- Review of the model WHS laws – <https://www.safeworkaustralia.gov.au/law-and-regulation/model-whs-laws/review-model-whs-laws>
- Support for workplaces managing the risks of COVID-19 - <https://covid19.swa.gov.au/covid-19-information-workplaces>

Education and experience

- A degree is highly desirable in chemistry, toxicology, biology, environmental science, physical sciences, health or a related discipline
- Experience in statutory interpretation, policy development and managing teams will be highly regarded.
- Experience working for a WHS or natural resources inspectorate will also be highly regarded.

Eligibility

To be eligible for employment with SWA, you must be an Australian citizen and you will be required to successfully undergo a police record check.

The successful applicant must be able to obtain and maintain a minimum of a Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

How to apply

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

To apply for this role, you will need to send:

- a [completed application coversheet](#)
- a resume outlining your career history and qualifications
- a 1 to 2 page pitch telling us how your skills, knowledge, experience, and qualifications make you the best person for the job.

To recruitment@swa.gov.au, by **11.30pm (AEST), Tuesday, 4 May 2022**.

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 18 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.