

Safe Work Australia Application Kit

Project Officer – Data Improvement

(VN-0703851)

POSITION DETAILS

Classification:	APS 4/5
Position Number:	TBC
Salary:	\$74,195 - \$87,467 (plus 15.4% superannuation) pro-rata if part-time
Employment type:	Ongoing or Non-ongoing, full time (37.5 hours) and part time
Section:	Data Improvement
Branch:	Evidence and Strategic Policy
Contact Officer	Anita Das (02) 6121 7182 or Anita.Das@swa.gov.au
Closing Date	11.30pm (AEST) Sunday, 01 May, 2022 Extensions may be granted in exceptional circumstances only.



Your Role

Safe Work Australia is undertaking a Data Improvement Project to make our data more useful to a broad audience through impactful communication and improving our data collection and reporting mechanisms. The Data Improvement Section is currently focused on two key deliverables (1) developing an interactive data website to share data with the public, and (2) establishing stronger data governance arrangements for the Agency. The person in this position will be able to significantly contribute to a new data website project and to building stronger data governance.

Our ideal candidate is enthusiastic, eager to learn, able to adapt, has good written and verbal communication skills, and can problem-solve collaboratively. Key duties of the role include:

- Liaising with internal staff and suppliers, including business intelligence specialists, to design and facilitate the implementation of an interactive data website which will be the Agency's key channel for communicating its data to the public.
- Contributing to the whole of government agenda set by the [Australian Data Strategy](#), through reviewing, researching, drafting and providing advice to inform the Agency's approach to its own data strategy and governance frameworks
- Drafting high-quality documents including briefs, policy papers, SWA Members papers, web content, stakeholder correspondence and procurement documentation, and
- Contributing to business-as-usual data compilation, analysis and publication activities as needed.

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 Section

The position is located within the Data Improvement Section a small and friendly team of 6. We build and maintain a national evidence base on work health and safety (WHS) and workers' compensation issues by:

- Building, maintaining and analysing a national data set of work-related Traumatic Injuries Fatalities (TIF),
- Leading the development and implementation of the Agency's Data Improvement Project, and
- Leading the development and analysis of surveys to inform the National Return to Work Strategy,
- Publishing a suite of communication products to increase awareness of the impacts of work-related injuries and fatalities.

Education and experience

Experience or qualifications in project management, business information systems, management, data governance or data management would be highly regarded. However, we would support candidates to develop this expertise and experience if they are able to demonstrate how their skills and qualifications could be applied to the role.

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 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 pitch (no more than 2 pages 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), 01 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 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.