

Safe Work Australia Application Kit

Assistant Director – Security and Business Services

(VN-0712569)

POSITION DETAILS

Classification:	Executive level 1
Position Number:	51544
Salary:	\$113,149 to \$125,819 (plus 15.4% superannuation)
Employment type:	Ongoing or Non-ongoing, full time (37.5 hours) and part time
Section:	Finance, Risk and Business Services
Contact Officer	Nicole Parkes (02) 6240 2496 or Nicole.parkes@swa.gov.au
Closing Date	11.30pm (AEST) Sunday 16 October 2022 Extensions may be granted in exceptional circumstances only.



Your Role

We are seeking a motivated individual with experience in business services, records management and security to build and embed strong related practices within the Agency. The role will also be responsible for the risk function and is a fantastic opportunity to build breadth and experience across several Corporate areas.

The successful applicant will need to demonstrate initiative, excellent stakeholder relationship management and strong communication skills. The Assistant Director – Security and Business Services will be responsible for the identification, planning and implementation of initiatives to improve efficiency and effectiveness including compliance inspections, identifying risk and providing solutions, development of policies and provide resolutions to complex security, business and risk matters.

They will be responsible for the following key duties:

- Supervising a small team across the designated business functions.
- Liaising with internal and external stakeholders in relation to the facilitation and management of security clearances.
- Responding to security vulnerabilities and incidents, investigating causes and developing controls.
- Developing, communicating and maintaining cyber security and records management governance arrangements and liaising with SWA's portfolio agency and ICT provider - Department of Education and Workplace Relations.
- Assisting with the management of security operation functions including incident management.
- Providing detailed technical, professional advice, through formal briefings and audit committee papers.
- Overseeing the delivery of records management and facilities management services for SWA.
- Developing, reviewing, updating and implementing policies, procedures and processes in relation to the life cycle of information and records management.
- Managing the contract with SWA's property service provider and work with other partners and central agencies to ensure compliance with Commonwealth policies.
- Managing the development and maintenance of SWA's Risk Management Framework in accordance with the Commonwealth Risk Management Policy.
- Implementing policies, processes, tools and systems to assess, treat, record/report and monitor/review risks.
- Contributing to the identification of emerging risks (including the provision of mitigation solutions) and opportunities.

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, LGBTQ+ 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 Finance, Risk and Business Services section is responsible for:

- leading Safe Work Australia's financial management and operations;
- developing and maintaining Safe Work Australia's risk management framework;
- managing Safe Work Australia's business services and ICT functions;
- managing Safe Work Australia's travel function and policy; and
- managing the Agency's shared services arrangement with Department of Finance and Department of Education and Workplace Relations.

Education and experience

- Experience in personnel security and a sound understanding of the Protective Security Policy Framework is required.
- Cert IV in Government Security is desirable.

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 pitch (no more than 750 words) 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) Sunday 16 October 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.