

Safe Work Australia Application Kit

Evidence, Communications and Strategic Policy (Multiple positions)

(VN-0724957)

POSITION DETAILS

Classification:	APS Level 5 and APS Level 6
Position Number:	Various
Salary:	\$84,405 - \$104,457 per annum (plus 15.4% superannuation)
Employment type:	Ongoing, full time (37.5 hours) and part time
Section:	Data Improvement and Analysis
Branch:	Evidence, Communications and Strategic Policy
Location:	Canberra, ACT
Contact Officer	Phillip Wise Ph: 02 6121 3992 Email: phillip.wise@swa.gov.au
Closing Date	11.30pm (AEST) Sunday, 25 June 2023 Extensions may be granted in exceptional circumstances only.



Your Role

We are looking for people who want to make a difference through data in small and multi-disciplinary teams. We have multiple positions available including:

Project management, data governance, and communication

Successful candidates in this role will manage the deliverables of our Data Improvement Program including:

- Overseeing the Agency's interactive data website by engaging across the Agency and with stakeholders, developing content, compiling and addressing feedback from user research or other feedback mechanisms, managing data updates, and developing data visualisations.
- Provide support to the Agency's data governance arrangements and drive the continued improvement of our Data Strategy and associated policies.
- Working with our Communications Section to identify and develop opportunities for new content and analysis.

Data management, compilation, and analysis

The Agency collects and manages several datasets including the Traumatic Injury Fatalities dataset, the National dataset for Compensation-based Statistics, the National Return to Work Survey and the Comparative Performance Monitoring Dataset. People in these roles will undertake a variety of data management, compilation, and analysis activities for one or more of our data collections, which may include:

- Data entry, compilation and cleaning data from multiple sources including media, jurisdictional data, and other datasets, such as data from Australian Bureau of Statistics or the National Coronial Information System.
- Extracting and analysing data to develop papers, reports, Power BI visualisations and briefings to support policy priorities and respond to queries.
- Liaising with key stakeholders to source data and resolve any issues.
- Identifying opportunities for improving the data held by the Agency to inform national WHS and workers' compensation policy priorities.
- Undertaking procurement activities and/or managing contracts for data projects.

Communication and working collaboratively with a variety of stakeholders is vital to ensuring that we influence the safety of working Australians. We also have a strong focus on change and continuous improvement and are looking for people who actively seek opportunities to contribute to a dynamic data agenda.

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

Positions are available in the Data Improvement and Analysis Section. This team builds and maintains a national evidence base on work health and safety (WHS) and workers' compensation to support the Agency's policy work and publishes a suite of communication products to increase awareness of the impacts of work-related injuries and fatalities.

The Data Improvement and Analysis Section:

- oversees data improvement activities, including the interactive data website and the Agency's Data Strategy,
- compiles, cleans, and analyses data from the media, jurisdictions, and the National Coronial Information System to create and maintain the Traumatic Injury Fatalities Dataset which collects information on workers who were fatally injured at work,
- oversees and analyses data from the National Return to Work Survey. This survey is currently being redesigned with a pilot of the worker and employer cohorts being conducted in 2023 with a survey provider,
- compiles, analyses, and reports on jurisdictional data from the Comparative Performance Monitoring database and the prosecutions repository,
- compiles, cleans, and analyses data from the National Dataset for Compensation-based Statistics on workers compensation claims,
- researches and publishes statistics on work-related injury and disease, including strategies to address key evidence gaps, and
- undertakes data analysis across a range of internal and external data to inform the evidence base on risks to work health and safety, including monitoring progress against the *Australian Work Health and Safety Strategy 2023-2033* and the *National Return to Work Strategy 2020-2030*.



Note: please note that as part of this role you will be collecting and working with information on workers who have been injured, sometimes fatally, while at work. The health and wellbeing of our employees is important to us, and we have 24/7 access to our Employee Assistance Program (EAP).

If you are interested in applying, we strongly encourage you to speak with the contact officer to gain a good understanding of the working environment and what the role involves.”

Education and experience

The following experience is not essential but will be highly regarded:

- Project management and data communication – project management and/or data communication experience, or relevant qualifications.
- Data management, compilation and analysis qualifications or experience, including tertiary qualifications with a quantitative focus such as mathematical sciences and statistics.

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 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

To apply for this role, you will need to send the following to recruitment@swa.gov.au, by **11.30pm (AEST), Sunday, 25 June 2023**.

- a [completed application coversheet](#)
- a resume outlining your career history and qualifications
- a pitch (no more than 750 words, 2 pages telling us how your skills, knowledge, experience, and qualifications make you the best person for the job).

Please include the following in the subject line of your email (in this order):

- job title
- classification, and
- vacancy number (VN) as per the APS 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 APS Gazette.