

Safe Work Australia Application Kit

Assistant Director, Health Case Management and WHS

(VN 0727104)

POSITION DETAILS

Classification:	Executive Level 1
Position Number:	54469
Salary:	\$116,543 - \$129,594 per annum (plus 15.4% superannuation)
Employment type:	Ongoing or Non-ongoing, full time (37.5 hours) and part time
Section:	People Strategies
Branch:	Enabling Services
Location:	Canberra, ACT
Contact Officer	Casey Srejjic (02) 6121 9341 or casey.srejjic@swa.gov.au
Closing Date	11.30pm (AEST) Sunday 30 July 2023 Extensions may be granted in exceptional circumstances only.



Your Role

Safe Work Australia (SWA) is seeking an experienced candidate to join our People Strategies section which provides end-to-end HR services for our agency of approximately 100 staff. While the successful candidate will have responsibility for the broad remit of work, health and safety (WHS) in SWA, as we are a small team, they will also have the opportunity to build and embed their skills across other areas of interest within the HR function.

As an Assistant Director in the People Strategies section, you will lead a small team responsible for health case management, WHS and legislation and policy updates. You will also provide specialist support to junior members of the team and lead the development and implementation of a range of HR initiatives and strategies to foster organisational capability.

Duties of the role are as follows, but not limited to:

- Managing and providing complex advice on non-compensable and compensable health related claims, including conducting incident investigation and risk management activities.
- Proactively contributing to the development, implementation and review of SWA's work, health and safety management to ensure legislative and regulatory compliance.
- Delivering WHS initiatives to continually improve the effectiveness of WHS and monitor the achievement of performance outcomes.
- Overseeing the successful delivery of SWA's Early Intervention program, the Wellbeing program and the Workplace Responsibilities program, including streamlining processes and implementing initiatives.
- Monitoring and analysing WHS data to identify trends, emerging issues and improvement opportunities.
- Drafting correspondence including corporate documents, reports, minutes and whole of Agency communications.
- Managing health related contracts with service providers where required.
- Developing and maintaining internal and external relationships.
- Managing a small team, including building capability and embedding tools for succession planning.

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 People Strategies section is responsible for the delivery of all HR functions to the Agency, with a particular focus on providing end-to-end HR services (with the exclusion of Payroll processing) and provides advice on a range of sensitive, complex and strategic HR matters.

Education and experience

Qualifications in HR, accreditation as a HR Professional, and/or experience in case management will 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

To apply for this role, you will need to send the following to casey.srejc@swa.gov.au, by **11.30pm (AEST), Sunday 30 July 2023**

- 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.

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.