

Safe Work Australia Application Kit

# Assistant Director, People Management

(VN 0727107)

## POSITION DETAILS

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<b>Classification:</b>	Executive Level 1
<b>Position Number:</b>	12480
<b>Salary:</b>	\$116,543 - \$129,594 per annum (plus 15.4% superannuation)
<b>Employment type:</b>	Ongoing or Non-ongoing, full time (37.5 hours) and part time
<b>Section:</b>	People Strategies
<b>Branch:</b>	Enabling Services
<b>Location:</b>	Canberra, ACT
<b>Contact Officer</b>	Casey Srejjic (02) 6121 9341 or <a href="mailto:casey.srejjic@swa.gov.au">casey.srejjic@swa.gov.au</a>
<b>Closing Date</b>	<b>11.30pm (AEST) Sunday 30 July 2023</b> <b>Extensions may be granted in exceptional circumstances only.</b>

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## 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 performance management and learning and development, 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 performance case management, performance related legislation and policy updates, code of conduct matters and learning and development. 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 are as follows, but not limited to:

- Managing and providing complex and sensitive advice on staffing matters including performance management, code of conduct, probation and complaints.
- Managing and overseeing SWA's Performance and Development Scheme, including developing, reviewing and/or updating policies, procedures and guidance
- Collaborating with teams across the agency to resolve complex People issues.
- Investigating suspected breaches of the APS Code of Conduct.
- Developing and implementing a whole of agency learning and development forward plan to build and embed capability.
- Leading the delivery of SWA's capability, learning and development function, including LearnHub and mandatory training requirements.
- 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 [recruitment@swa.gov.au](mailto:recruitment@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.