

Safe Work Australia Application Kit

Assistant Director - High Risk Work and Industries Policy

(VN-0731766)

POSITION DETAILS

| | |
|-------------------------|---|
| Classification: | Executive Level 1 |
| Position Number: | TBC |
| Salary: | \$116,543 - \$129,594 (plus 15.4% superannuation) |
| Employment type: | Ongoing or Non-ongoing, full time (37.5 hours) and part time |
| Section: | High Risk Work and Industries Policy |
| Branch: | Evidence, Communications and Industries Policy Branch |
| Contact Officer | Robert Parsons Ph: (02) 6121 3443 Email: robert.parsons@swa.gov.au |
| Closing Date | 11.30pm (AEDT) Tuesday 7 November 2023 Extensions may be granted in exceptional circumstances only. |



Your role

Our team's work saves lives. We develop national policy on high risk work, including policy related to licensing of high-risk plant and equipment. We also develop national guidance on high risk work across all industries to help workers stay safe at work. As an Assistant Director, you will lead nationally-significant projects that will help you use and further develop your policy development, influencing and project management skills. You will have the opportunity to identify and drive new areas of work based on your analysis of work health and safety (WHS) and industry trends.

As an Assistant Director (EL1), your duties will include:

- leading reforms to ensure the model WHS Regulations for high risk work remain relevant and effective
- developing national guidance material, briefs and reports
- staying across trends in WHS and industry to ensure our policies keep up with the real world
- contributing to the strategic direction and future work program of the section and the broader Agency
- leading policy projects including through project management and stakeholder consultation activities
- leading innovation on potential new initiatives and policy approaches to drive continual improvement, and
- contributing to the positive and productive culture of the team by supervising and developing staff.

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

We are a small team with big responsibilities, across two main areas of work:

- model WHS Regulations relating to high risk work. This includes overseeing the nationally-harmonised arrangements for high risk work licences, which are held by more than a million Australians and permit workers to operate high risk plant, such as forklifts and cranes.
- policy and guidance on WHS risks. This includes ensuring the model WHS Regulations remain relevant, and developing model Codes of Practice and a range of other guidance materials across a diverse array of topics. We are always looking to improve our guidance and make it more practical and useful for workplaces.

There is a lot of variety in our work, so we need people who can learn quickly and who are interested in different aspects of Australian industries and workplaces.

Education and experience

Candidates from a broad range of disciplines and work backgrounds could succeed in this role. Candidates with policy experience, particularly relating to the healthcare and social assistance industry, would be highly regarded.

Note this is not an operational WHS 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 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 one page pitch 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 (AEDT) Tuesday 7 November 2023 .

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.