

Safe Work Australia Application Kit

# Multiple positions – Data Improvement and Analysis

(VN-0731779)

## POSITION DETAILS

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<b>Classification:</b>	APS Level 5 and APS Level 6
<b>Position Number:</b>	Multiple
<b>Salary:</b>	\$84,405 - \$104,457 (plus 15.4% superannuation)
<b>Employment type:</b>	Ongoing, full time (37.5 hours) and part time
<b>Section:</b>	Data Improvement and Analysis
<b>Branch:</b>	Evidence, Communications and Strategic Policy
<b>Contact Officer</b>	James Costabile Ph: (02) 6121 8034 Email: james.costabile@swa.gov.au
<b>Closing Date</b>	<b>11.30pm (AEDT) Tuesday 7 November 2023</b> Extensions may be granted in exceptional circumstances only.

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## Your Role

We are looking for people who are curious, can harness data effectively to meet the information needs of a range of stakeholders, and 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:

- Provide support to the Agency's data governance arrangements and drive the implementation of our Data Strategy and associated policies and projects.
- Coordinate 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.
- Work with internal and external stakeholders to identify and develop opportunities for new data content and analysis.
- Provide considered leadership and project management for new data initiatives that support improvements to our evidence base on WHS and workers' compensation.
- Data development, data management, and analysis to drive new insights.

Successful candidates in this role will undertake a variety of activities to contribute to our data collections and pioneer the curation of new insights into key WHS issues, which may include:

- Identifying opportunities for improving the data held by the Agency to inform national WHS and workers' compensation policy priorities, including through the use of novel statistical methods, improving the quality and coverage of existing datasets, and/or building the business case for new data collection.
- working with information from multiple sources including media, jurisdictional data, and other datasets, such as data from Australian Bureau of Statistics or the National Coronial Information System to unlock new insights.
- Extracting and analysing data to develop papers, reports, Power BI visualisations and briefings to support policy priorities, stakeholder engagement and respond to queries.
- Liaising with key stakeholders to source data, resolve any issues and shape priorities for data innovation.

For all positions, communication and working collaboratively with a variety of stakeholders is vital to ensuring that we influence and improve 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, cleans and analyses data from the National Dataset for Compensation-based Statistics on workers compensation claims,
- undertakes a range of data projects, including exploring information from a range of data sources, to develop innovative new insights into WHS, including the contribution of safe and productive workplaces to a changing economy,
- 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*.

## Education and experience

People from a range of educational disciplines and work backgrounds would be able to succeed in these roles, and we would support candidates to develop expertise and experience in this area if they are able to demonstrate how their skills and qualifications could be applied to the role.

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

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

## 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

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, 2 pages telling us how your skills, knowledge, experience, and qualifications make you the best person for the job).

To [recruitment@swa.gov.au](mailto: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](mailto:recruitment@swa.gov.au) or by phoning 02 6240 5064.