

Safe Work Australia Application Kit

# Policy Officer/Senior Policy Officer/Assistant Director (APS4-6, EL1)

(VN-0733889)

## POSITION DETAILS

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<b>Classification:</b>	APS Level 4, APS Level 5, APS Level 6 and Executive Level 1
<b>Position Number:</b>	Various
<b>Salary:</b>	\$76,421 - \$129,594 (plus 15.4% superannuation)
<b>Employment type:</b>	Ongoing or Non-ongoing, full time (37.5 hours) and part time
<b>Section:</b>	WHS Framework, Psychosocial Policy and Workers' Compensation Policy
<b>Branch:</b>	WHS Framework and Workers' Compensation Policy
<b>Location:</b>	Canberra
<b>Contact Officer</b>	Sinead McHugh (02) 6121 5384 or <a href="mailto:sinead.mchugh@swa.gov.au">sinead.mchugh@swa.gov.au</a>
<b>Closing Date</b>	<b>11.30pm (AEDT) 10 December 2023</b> Extensions may be granted in exceptional circumstances only.

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## Your Role

This is your opportunity to be involved in an area of work that is dynamic, thought-provoking and contributes to the health and safety of over 13 million Australians.

Working in a small agency, you will be heavily involved in projects of national significance that will help you develop your policy, communication, and project management skills. Feel part of the team as you regularly interact with all areas of the Safe Work Australia Agency.

The role of a Policy Officer (APS 4 and 5) suits candidates seeking entry into an APS policy role. This includes candidates who will complete their final year of studies in 2023 or have completed some work experience after graduating. As a Policy Officer your will duties include:

- assisting in developing national policy initiatives including legislative reform of the model WHS Act or activities under the Australian WHS Strategy 2023-2033 or National Return to Work Strategy 2020-2030
- undertaking research and analysis to inform the development of new policy
- drafting guidance material, briefs, reports, and processes for areas relating to the WHS policy framework or workers' compensation policy framework.
- monitoring current and emerging issues in the WHS or workers' compensation space

As a Senior Policy Officer (APS 6), your duties will include, with limited supervision:

- supporting or managing legislative reform of the model WHS Act or developing national policy initiatives and activities under the Australian WHS Strategy 2023-2033 or National Return to Work Strategy 2020-2030
- undertaking research and analysis to inform the development of new policy
- drafting guidance material, briefs, reports, and processes for areas relating to the WHS, policy framework or workers' compensation policy framework
- taking ownership of policy projects including project management and stakeholder consultation activities
- contributing ideas on new initiatives and policy approaches to drive continual improvement
- stakeholder engagement including with representatives across other Commonwealth agencies, state and territory governments, worker representatives and industry and employer representatives.

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

- driving and leading policy reform and initiatives, including legislative reform of the model WHS Act, and activities under the Australian WHS Strategy 2023-2033 or National Return to Work Strategy 2020-2030
- leading development of guidance material, briefs, reports, and processes for areas relating to the WHS policy framework
- driving and leading policy projects including project management and stakeholder consultation activities
- contributing to the strategic direction and future work program of your section and the broader Agency, including identifying gaps and advising on policy options
- stakeholder engagement including with representatives across other Commonwealth agencies, state and territory governments, worker representatives and industry and employer representatives
- supervising team members

## Our Agency

Safe Work Australia (SWA) is a leading national policy body for work health and safety (WHS) and workers' compensation. We represent the interests of the Commonwealth, states and territories, as well as workers and employers. 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. As a national policy body, we do not regulate WHS laws or administer workers' compensation arrangements which is a matter for the Commonwealth, states and territories.

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 WHS Framework and Workers' Compensation Policy Branch contributes to improvements in WHS through the development, evaluation and revision of national evidence-based WHS and workers' compensation policy. We also support education and strategies related to the model WHS laws framework and the new Australian WHS Strategy 2023-2033.

The model WHS Act sets out the key principles and duties for WHS for most Australian workplaces including those of employers, workers and other persons at workplaces, consultation and rights of entry, compliance and enforcement, and penalty provisions.

The Branch consists of three sections:

- The WHS Framework section is responsible for the development and oversight of national policy relating to the model WHS Act. The section also explores how the model WHS Act applies to non-traditional workplace settings such as the gig economy and modern working arrangements.
- The Psychosocial Policy section is responsible for developing policy, including legislative reforms, relating to psychosocial (mental health) health and safety, fatigue, vulnerable workers and safe design of work.
- The Workers' Compensation Policy section is responsible for developing national policy on workers' compensation matters and leading activities under the National Return to Work Strategy and other key workers' compensation topics.

We are a high performing, friendly and collaborative Branch seeking to expand to help develop and deliver a number of current and future policy projects.

## Education and experience

A degree in law or related discipline is highly regarded for some of the roles.

Policy experience or legal policy experience is desirable for the APS 6 level and required for the EL1 level.

We do not require the candidate to have knowledge of work health and safety or workers' compensation.

## 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 these roles, 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) Sunday 10 December 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.