



Safe Work Australia Application Kit

Assistant Director

(VN 0738518)

POSITION DETAILS

Classification:	Executive Level 1
Position Number:	Various
Salary:	\$116,543 - \$129,594 (plus 15.4% superannuation)
Employment type:	Ongoing, Non-ongoing, full time (37.5 hours) and part time
Section:	Various
Branch:	Various
Location:	Canberra, ACT (locations outside Canberra will be considered)
Contact Officer	Fiona Leves (02) 6121 3601 or fiona.leves@swa.gov.au
Closing Date	11.30pm (AEDT) Sunday, 24 March, 2024 Extensions may be granted in exceptional circumstances only.



Your Role

We are seeking candidates who want to contribute to important national policy that improves the health and safety of workers and other people in the workplace. In many instances our work saves lives.

As an Assistant Director at Safe Work Australia (SWA), 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), workers' compensation and industry trends.

As an EL1, you are generally required to operate under broad direction and manage staff to deliver on complex policy matters. You will have strong leadership, communication, and stakeholder management skills.

As an Assistant Director at SWA, you will need to:

- lead and build capability in a small team of APS level staff
- develop high quality, evidence-based policy advice to address complex and emerging WHS and workers' compensation policy issues
- demonstrate high level written and oral communication skills, and
- develop and maintain constructive relationships with key stakeholders.

We have multiple positions available for people who want to contribute their unique knowledge and expertise to varied, interesting and challenging work. A merit pool may be established to fill future vacancies over the next 18 months.

Our Agency

SWA is the national policy body for 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 helping create safer and more productive workplaces, and preventing work-related death, injury and illness. As the 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, people from diverse ages 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 have Assistant Director roles available across a number of dynamic teams, with interesting and challenging work, and will work with you to match your experience, skills and interests to our needs:

- The Chemicals Policy section is responsible for the development of national policy to protect Australian workers from harmful exposure to hazardous chemicals.
- The High Risk Work and Industries Policy section develops guidance on safe work practices across all industries, and oversees the model WHS Regulations for high risk work.
- Workers' Compensation Policy section is responsible for developing national policy on workers' compensation and leading activities under the National Return to Work Strategy 2020-2030.

Education and experience

Candidates from a broad range of disciplines and work backgrounds could thrive in these roles. Candidates with policy experience or tertiary qualifications, particularly relating to health, industrial relations, science, regulatory reform or industries policy, would be highly regarded. We encourage you to reach out to contact officer to ask any questions and learn more about our work.

Please 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

To apply for this role, you will need to send the following to recruitment@swa.gov.au, by **11.30pm (AEDT), Sunday 24 March 2024**

- 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.