

Safe Work Australia Application Kit

# Assistant Director

(VN-0743193)

## POSITION DETAILS

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<b>Classification:</b>	Executive Level 1
<b>Position Number:</b>	40560
<b>Salary:</b>	\$121,205 - \$134,778 (plus 15.4% superannuation)
<b>Employment type:</b>	Ongoing, Non-ongoing, full time (37.5 hours) and part time
<b>Section:</b>	Psychosocial Policy
<b>Branch:</b>	WHS Framework and Workers' Compensation Policy
<b>Location:</b>	Canberra, ACT
<b>Contact Officer</b>	Katherine Taylor (02) 6121 5119 or <a href="mailto:katherine.taylor@swa.gov.au">katherine.taylor@swa.gov.au</a>
<b>Closing Date</b>	<b>11:30pm (AEST) Wednesday, 26 June 2024.</b> Extensions may be granted in exceptional circumstances only.

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## 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) in the Psychosocial Policy section, you will lead nationally significant projects that will help you use and further develop your strategic policy, 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), industry and international 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:

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

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 an Assistant Director role available in the Psychosocial Policy section, with interesting and challenging work, and will work with you to match your experience, skills and interests to our needs. The Psychosocial Policy section's work includes:

- Psychosocial WHS policy issues including psychosocial hazards like high work demands, bullying and harassment, fatigue, vulnerable workers, WHS incident notification, and WHS working from home policy.
- Our policy work ranges from exploring new and emerging issues, drafting briefing and advice for decision makers, identifying and progressing amendments to the model WHS laws, identifying and supporting research to inform policy, development of model Codes of Practice and detailed guidance, developing practical tools and resources and communications products to support implementation.
- We work closely with internal and external stakeholders.

SWA's office is located in Canberra, however locations outside the ACT will be considered.

## Education and experience

Candidates from a broad range of disciplines and work backgrounds could thrive in this role. Candidates with policy experience or tertiary qualifications, particularly relating to health, industrial relations, law, humanities, psychology, regulatory reform or industries policy, would be highly regarded. We encourage you to reach out to the 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

Our [website](#) provides guidance to assist you through the application and selection process.

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) Wednesday, 26 June 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.

Your application will be assessed against the EL 1 [work level standards](#). Prior to preparing your response it is recommended you review the relevant work level standards and [Integrated Leadership System \(ILS\) Profile](#) relevant to the classification you are applying to.

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.

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.