Thank you for considering the advertised vacancy:

**Senior Research Analyst (two vacancies)**

Reference No: 14/1087

Closing on 6 March 2015

We appreciate your interest and, if successful, you will not only be provided a unique opportunity to join a group of like minded professionals, dedicated to improving safety, you will also benefit from a range of employment conditions specifically designed to support and foster our mature culture, founded on mutual trust and respect.

The details pertaining to this advertised position are presented through the following sections, including how to submit your application. Should you experience any difficulties or wish to seek further clarification, please direct your enquiries to our Recruitment Officer on (02) 62746465 or email recruitment@atsb.gov.au

**SECTION 1 – POSITION DETAILS**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Senior Research Analyst</th>
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<tbody>
<tr>
<td>Classification:</td>
<td>Executive Level 1</td>
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<tr>
<td>Salary:</td>
<td>$93,975 - $103,735*</td>
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<td>Branch:</td>
<td>Strategic Capability</td>
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<td>Section:</td>
<td>Reporting and Analysis</td>
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<td>Location:</td>
<td>Canberra</td>
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<tr>
<td>Security Level:</td>
<td>Baseline</td>
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<tr>
<td>Contact:</td>
<td>Stuart Godley on (02) 6274 6401</td>
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<tr>
<td>Closing Date:</td>
<td>6 March 2015</td>
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*the starting salary rate will be negotiated with the successful applicant based on their ability to perform relevant work level standards.*

**SECTION 2 – OVERVIEW OF THE ROLE**

The Agency

The Australian Transport Safety Bureau (ATSB) is an independent Commonwealth Government statutory Agency. The ATSB is governed by a Commission and is entirely separate from transport regulators, policy makers and service providers. The ATSB’s function is to improve safety and public confidence in the aviation, marine and rail modes of transport through excellence in:
• independent investigation of transport accidents and other safety occurrences
• safety data recording, analysis and research
• fostering safety awareness, knowledge and action.

The ATSB does not investigate for the purpose of apportioning blame or to provide a means for determining liability.

For further information about the ATSB refer to our website www.atsb.gov.au

The Position Description

The Reporting and Analysis team are a highly regarded group of professionals dedicated to extracting, interpreting and conveying data from the ATSBs purpose built database. The database holds records of all reported aviation and shipping accidents/incidents, and all rail incidents/accidents from across Australia. It is used to store ATSB transport safety investigation analysis and safety action records.

As a Senior Research Analyst, you will need to apply your highly developed technical skills and leadership experience to:
• independently extract, manipulate and interpret data
• contribute to the ongoing data quality process
• mentor other Research Analyst staff on data extraction, research methods and statistical analysis methodologies
• independently write accurate, concise and professional research and analysis reports taking into account prescribed legislation (Transport Safety Investigation Act and Regulations 2003)
• present research findings at internal colloquiums and external conferences as required
• provide subject matter knowledge and guidance in the area of transport safety to the Reporting & Analysis section and more broadly to the ATSB.

In recognising the specialist skills, knowledge and experience required to be effective in this role, the ATSB delivers a number of customised products that are purposely designed to support both the early and ongoing development of its research analyst staff. These products include:

• a formalised induction and probation program supported by the appointment of a dedicated coach (i.e. an experienced team member or supervisor) who is tasked to provide ongoing professional/personalised support throughout the first 6 months of employment
• the nationally recognised Diploma of Transport Safety Investigation. This 18 month program delivers a range of tailored learning objectives primarily designed to support investigative staff, however relevant training courses are accessible
a comprehensive safety investigation information management system with integrated project management tools
well defined work level standards supported by a proven performance management system
an ongoing professional development regime designed to support professional mastery through targeted tertiary qualifications and the maintenance of industry awareness (e.g. maintaining industry based qualifications where practical)

SECTION 3 – SELECTION CRITERIA

In accordance with the above position descriptions the ATSB is seeking evidence in support of one specialist criterion and four other core criteria.

Applicants should frame their responses against each of the selection criterion outlined below including demonstrated experience, taking into consideration the relevant capabilities.

1. Qualifications and experience:
   • Post-graduate research qualifications (Masters/PhD) or demonstrated equivalent workplace experience
   • Highly developed research, data analysis and database skills including ability to design appropriate research methodologies, and manipulate and interpret data
   • High level of competency in the use software for database extraction and statistics analysis.

2. Safety awareness:
   • Established transport industry (preferably rail, aviation or marine) awareness and evidence of an ongoing interest and involvement in safety
   • A wide ranging knowledge of matters relevant to aviation, rail or marine safety
   • Understands the ATSB’s business objectives

3. Leadership and communication:
   • Demonstrated ability to produce professional outcomes, with agreed resources within prescribed timeframes
   • Well-developed oral communication skills with the ability to professionally interact with and present to a range of internal and external stakeholders
   • Demonstrated leadership skills including the ability to cultivate productive working relationships through internal and external professional networks

4. Analysis and technical writing:
   • Strong analytical and problem solving skills
   • Evidence of a well-developed capacity for compiling concise, logical, and technically correct written outputs, with the ability to adjust writing styles appropriate for the intended audience
5. **Personal qualities:**
   - Exemplifies personal drive and integrity
   - Fosters teamwork and has an appreciation of small team dynamics
   - Shows strong commitment to learning and self-development, and embraces challenging new opportunities

Note: Responses to the selection criteria are limited to 300 words per criterion and you must be an Australian citizen to be eligible for engagement.

**SECTION 4 – THE SELECTION PROCESS**

A Selection Committee Panel (usually consisting of a Chair and two other panel members) is formed to conduct the recruitment and selection process. The process usually takes approximately four weeks.

The Committee assesses all the applications and agrees on a selection of candidates who will progress to the next stage, generally an interview. The interview usually takes approximately two hours and may involve a practical work based assessment. Prior to interview, candidates will be required to complete two (on-line) psychometric inventories (approximately 40 minutes/inventory).

Reference checks are performed on those candidates who are deemed to be in strong contention for the role as a result of the interview/assessment process. At this time the candidate will receive blank referee reports to be completed. Included in the referee checks will be an appraisal of your personal integrity for the purposes of a baseline security check. Candidates will be advised prior to referees being contacted by any panel members.

Once the panel has agreed on the candidate, a report which provides an overview of the selection process, each candidates assessment and the recommendation is provided to the relevant delegate for approval. Human Resources will then conduct a quality check to ensure that a merit process has been undertaken.

A verbal offer will then be made to the selected candidate, followed by a written offer. Other suitable candidates (in terms of an order of merit) may be placed on a merit list which will remain open for 12 months.

Candidates not selected for interview will be notified accordingly (via email). Unsuccessful candidates who were interviewed will be contacted by a member of the Committee. Feedback may also be provided at this time on request.
SECTION 5 - SUBMITTING YOUR APPLICATION

The ATSB does not have an online recruitment system and therefore all components of your application (in accordance with the prescribed checklist) must be forwarded to:

The Recruitment Officer
Human Resource Team
Australian Transport Safety Bureau
PO Box 967
Civic Square ACT 2608

or via email to: recruitment@atsb.gov.au

Your application must include the following:

- a completed Applicant Coversheet (refer to Attachment A);
- a statement of claims addressing each of the selection criteria (maximum of 300 words against each criterion); and
- a current Curriculum Vitae.

Should you require further assistance in terms of submitting your application, please contact our Recruitment Officer on 02 6274 6508.

SECTION 6 – GENERAL INFORMATION

Workplace diversity

The ATSB aims to ensure that fair, equitable and non-discriminatory consideration is given to applicants. If you need assistance at an interview in regard to access, an interpreter or another service, please discuss this with the contact officer prior to the interview. Hearing or speech-impaired applicants may wish to use the relay services of the Australian Communication Exchange at: www.aceinfo.net.au

Security requirements

If successful, a character check will be undertaken to ensure you are a fit person to be employed in the Australian Public Service. It is a condition of your employment that you hold an appropriate security clearance. Your letter of offer will contain security forms that are required to be completed and returned before you commence work.

General employment conditions

The ATSB’s salaries and employment conditions for non-SES employees are set under an Enterprise Agreement. This agreement is accessible through our webpage.