Thank you for considering the advertised vacancy for:

**Senior Advisor Health, Safety and Wellbeing**

**Reference No: 2018/006**

We appreciate your interest and, if successful, you will not only be provided a unique opportunity to join a group of professionals, dedicated to improving transport safety, you will also benefit from a range of employment conditions specifically designed to support and foster our evolving culture, founded on mutual trust and respect, and working as ‘one team’.

The details pertaining to this position are presented through the following sections, including how to submit your application.

**SECTION 1 – POSITION DETAILS**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Senior Advisor Health, Safety and Wellbeing</th>
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<tbody>
<tr>
<td>Classification:</td>
<td>Executive Level 1</td>
</tr>
<tr>
<td>Salary</td>
<td>$98,259 - $108,463* pa</td>
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<tr>
<td>Status:</td>
<td>Non-ongoing with the potential to become ongoing**</td>
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<td>Division:</td>
<td>Operational Support</td>
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<tr>
<td>Location:</td>
<td>Canberra</td>
</tr>
<tr>
<td>Security Level:</td>
<td>Baseline</td>
</tr>
<tr>
<td>Contact:</td>
<td>Tanya Fitzgerald on (02) 6274 7548</td>
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<tr>
<td>Closing Date:</td>
<td>29 July 2018</td>
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</table>

*the starting salary rate will be negotiated with the successful applicant based on their skills, experience and capability to meet relevant capabilities. ATSB staff are scheduled to receive a 2% salary increase effective 4 August 2018.

**This is a non-ongoing position that has the potential to become ongoing within 12 months from date of advertisement.*
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 purpose is to improve safety of, and public confidence in, aviation, marine and rail transport through:

- 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 Role

We are seeking a Work Health and Safety professional to join our small, dynamic HR team (of four people), to support our people and the broader organisational strategic objectives.

This is a new position in the structure and is intended to provide high level support and advice to the Manager, Organisational Development, to the Executive Management Group (SES managers), and the Senior Management Team (EL2s) on Health, Safety and Wellbeing matters.

Being a part of a small team, you can also expect to be more ‘hands on’ and operational than might be the case in a larger organisation or team, you will need to be proactively involved in the delivery of outputs.

Your primary responsibility will be to provide expert advice and guidance on health, safety and wellbeing procedures and programs to ensure the environmental and occupational safety and wellbeing of our people. You will:

- ensure WHS procedures, guidance and administrative functions are compliant with legislative and policy requirements, and underpinned by an assurance and reporting framework.
- Lead a review into ATSB’s procedures and management of critical incident stress.
- Design, implement and monitor wellbeing programs to achieve zero harm objectives.
- Undertake research and liaise with external organisations to ensure compliance with different jurisdictions, legislation, regulations and industry standards to minimise ATSB’s risk exposure and liabilities.
• Actively participate in the WHS Committee and business unit forums to drive health, safety and wellbeing procedures and programs that achieve ATSB objectives.
• Monitor and support health, safety and wellbeing activities ensuring communication and distribution of timely, reliable and relevant workplace safety and wellbeing information and/or training.
• Provide expert advice and support to managers and/or Human Resources dealing with any issues/injuries in the workplace or where an investigation is required.

Through this role the ATSB is aspiring to be “best practice” with contemporary WHS frameworks, policies/procedures and guidance for our managers and staff. You will play a major role in providing quality assurance to the Executive that the ATSB is continuing to be a leader in its field across a range of health and wellbeing initiatives and commitments.

The Person

To succeed it in this role you will need to:

• have demonstrated experience with implementing health, safety and wellbeing procedures and programs that focus on reducing and managing critical incident stress.
• have demonstrated experience in proactively developing health, safety and wellbeing programs that are fit-for-purpose in a small operationally focused organisation.
• be outcomes focused and have experience with coaching and leading others to achieve effective results.
• be able to prioritise and adjust your time and tasks to respond to the needs of your team and the organisation.
• adjust your communication style and approach to suit the situation, managing sensitive matters with discretion and objectivity.

Preparing your application

Please prepare a two-page ‘pitch’ in relation to this role, outlining:

1. why you are interested in the role and what you can offer us
2. how your skills, knowledge and experience will be relevant to this role
3. any specific examples or achievements that demonstrate your ability to perform the role.

Eligibility requirements and qualifications

Applicants must:

1. be Australian citizens to be eligible for engagement
2. be able to obtain and maintain a BASELINE security clearance, and
3. hold qualifications in WHS, Psychology or a related discipline; or be able to demonstrate equivalent professional experience (10+ years in a Health and Safety role).

SECTION 4 – THE SELECTION PROCESS

A Selection Committee Panel (usually consisting of a Chair and at least one other panel member) is formed to conduct the recruitment and selection process.

The Committee assesses all the applications and agrees on a selection of candidates who will progress to the next stage of assessment. Assessment stages/tools used may include any of the following: an online cognitive and/or psychometric assessment; video interview; assessment centre; practical work based assessment; and/or a face to face interview.

Reference checks are performed on those candidates who are deemed to be in strong contention for the role as a result of the assessment and interview process.

Once the panel has agreed on the candidate, a report which provides an overview of the selection process, each candidate’s assessment and the recommendation is provided to the relevant delegate for approval. Human Resources will 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
- a two-page ‘Pitch’
- a current Curriculum Vitae.

Australia’s national transport safety investigator
AVIATION | MARINE | RAIL

24 Hours 1800 020 616  Web www.atsb.gov.au
Facebook ATSBgovau  Email atsinfo@atsb.gov.au
Should you require further assistance in terms of submitting your application, please contact our Recruitment Officer on 02 6274 6687.

SECTION 6 – GENERAL INFORMATION

To be engaged as an ongoing employee applicants must be Australian Citizen, and undertake a medical examination and successfully complete a probation period.

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.