



Thank you for considering the advertised vacancy for:

TRANSPORT SAFETY INVESTIGATOR - Reference No: 2021/16

We appreciate your interest in working at the Australian Transport Safety Bureau. The details pertaining to the advertised role are presented through the following sections, including how to submit your application.

SECTION 1 – POSITION DETAILS

<u>Role:</u>	Transport Safety Investigator
<u>Classification:</u>	APS 6 (TSI Broadband)
<u>Employment Type</u>	Ongoing (permanent)
<u>Base Salary:</u>	\$94,464 - \$98,436 pa* (plus 15.4% superannuation)
<u>Division:</u>	Operations
<u>Location:</u>	Canberra City, ACT, 2601
<u>Security Level:</u>	Baseline
<u>Contact:</u>	Kerri Hughes (02) 6122 1634
<u>Closing Date:</u>	Sunday, 5 December 2021, 11:59 pm AEDST

* Transport Safety Investigators receive formal and on-the-job training, once appropriate training has been completed Transport Safety Investigators are required to participate in an on-call after hours roster. Transport Safety Investigators on the on-call after hours roster receive an allowance of \$10,776 pa.

SECTION 2 – OVERVIEW OF THE ROLE

Agency overview

The Australian Transport Safety Bureau (ATSB) is an independent statutory agency of the Australian Government. 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 transport safety in, aviation, rail and interstate and overseas shipping. The ATSB does this through:

- the independent investigation of transport accidents and other safety occurrences
- safety data recording, analysis and research
- building capability, education and promotion.

The ATSB is established by the *Transport Safety Investigation Act 2003* (TSI Act) and conducts its investigations in accordance with the provisions of the Act. Under the TSI Act, it is not a function of the ATSB to apportion blame or provide a means for determining liability. The ATSB does not investigate for the purpose of taking administrative, regulatory or criminal action.

The Bureau's Commission is constituted by a full-time Commissioner and three part-time Commissioners. The ATSB's staff (approximately 105) includes about 65 aviation, marine and rail safety investigators. While the majority of staff are based in Canberra, we also have regional offices located in Brisbane, Adelaide, Melbourne and Perth.

ATSB staff are also employed in functional areas covering: Safety and Confidential Reporting, Finance, Human Resources, Communications, Legal and Governance, International Engagement, and Information and Communication Technologies.

The ATSB recognises that our people are our greatest strength – as part of our commitment to create a flexible, diverse and inclusive workplace, we invite and encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people of all ages, people who identify as LGBTI+, and people with diverse linguistic and cultural backgrounds.

We offer a positive workplace culture and excellent employment benefits and conditions. This includes attractive salaries and substantial employer superannuation, generous leave conditions, salary packaging and a closedown period over the Christmas holiday, as well as a range of other benefits.

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

Role overview

Transport Safety Investigators (TSIs) are required to work both independently and as part of a multi-modal team. Transport Safety Investigators require: sound technical knowledge and the ability to adapt it; strong research, analytical and conceptual thinking skills; the ability to understand and articulate complex ideas both in writing and verbally to different audiences; can facilitate effective internal/external cooperation and partnerships;.

Investigators work in accordance with the *Transport Safety Investigation Act 2003*, its subordinate legislation, and ATSB policies and procedures.

TSIs must be able to demonstrate:

- comprehensive research, analytical and technical writing skills, to produce preliminary, interim and final transport safety investigation reports
- project management skills capable of achieving a defined outcome, with agreed resources and within a prescribed time period
- leadership skills capable of leading small teams of technical specialists/investigative team member to achieve outcomes

- an ability to work both independently and collaboratively with other technical specialists, recognising/respecting the work preferences and different views of others
- an ability to apply technical and industry knowledge impartially and without bias
- an understanding of, or an ability to acquire and apply a knowledge of, relevant legislation and supporting regulations
- excellent communication and stakeholder management skills capable of professionally representing the ATSB's interests with a range of government and private sector organisations and the general public
- an ability to manage and support the health, safety and wellbeing of self and others in accordance with legislation and the agency's policies and procedures
- a desire and ongoing commitment for continued learning and the ability to learn through feedback
- sound decision making skills
- an ability to model and promote the Australian Public Service (APS) values, APS Code of Conduct and ATSB principles/values.

For this particular vacancy, the ATSB is seeking candidates that can bring to bear qualifications and/or industry experience in:

- rail
- marine
- aviation
- mechanical or electrical engineering
- communications and computing (inc. information storage and retrieval technologies)
- human factors.

Specific conditions of employment for Transport Safety Investigators

- Transport Safety Investigators (TSI) are required to attend transport accidents that may involve fatalities or serious injuries to people. TSIs will be required to interview the injured people and/or next of kin where a fatality has occurred.
- For health and safety reasons, TSIs are required to be vaccinated against Hepatitis A and B, Tetanus and in some cases Typhoid before attending accident sites. Additional inoculations may be required when travelling or attending overseas accident sites (e.g. COVID-19).
- TSIs need to be physically and mentally capable of undertaking the duties of the position including field deployments to remote locations under hazardous and arduous environmental conditions and terrain.
- TSIs will receive formal and on-the-job training and be required to participate in an on-call after hours deployment roster arrangement whereby they are ready to respond to an accident at short notice, restrictions will be for approximately one week per month (up to 18 weeks per year).
- All TSIs are required to complete a Graduate Certificate in Transport Safety Investigation, within the first 18 months of their employment. Satisfactory completion of the Graduate

Certificate in Transport Safety Investigation is a requirement to enable progression through the TSI broadband to higher salary points or classifications.

In recognising the diverse range of skills required to be an effective transport safety investigator, the ATSB uses a number of customised products that are purposely designed to support both the early and ongoing development of its investigative staff.

These products include:

- a formal qualification in Transport Safety Investigation through our partnership with RMIT University*
- a comprehensive investigation management system with integrated project management tools
- well defined work level standards and leadership behaviours supported by a performance and development system
- an ongoing professional development opportunities to expand industry or specialist knowledge and support continued learning (on-the-job or through targeted tertiary qualifications).

*RMIT training usually includes attendance at RMIT's Melbourne campus for 2 x two-week blocks, however, due to COVID-19 restrictions alternate delivery options may be available.

SECTION 3 – THE SELECTION PROCESS

A Selection Committee (usually consisting of a Chair and two other panel members) is formed to conduct the assessment and selection process. The process can take between 8 to 16 weeks to complete.

All members of the Selection Committee assess all applications received (by the closing date) and will agree on a selection of candidates (short-list) to progress to the next stage of assessment. Shortlisted candidates will be required to complete several assessments, including an online psychometric evaluation that measures reasoning, through verbal, numerical and abstract reasoning sub-tests. A selection of candidates will then be contacted for various work sample test and the most competitive applicants will progress to an interview.

Reference checks are performed on those candidates who are deemed to be in strong contention for the role, as a result of the selection process. Included in the referee checks may be an appraisal of your personal integrity for the purposes of a baseline security check.

A verbal offer will be made to preferred candidate, followed by a written offer of employment.

Other candidates considered suitable for the role may be placed on a merit list and may be approached should another similar vacancy become available. Merit lists are available for a period of 12 months from the date the vacancy was advertised on APSjobs website.

Candidates not shortlisted or progressing through the selection process will be notified via email.

Unsuccessful candidates who were interviewed will be contacted by a member of the Committee and feedback can be provided on request.

SECTION 4 - SUBMITTING YOUR APPLICATION

Applicants are required to provide a two-page 'pitch' (a summary of no more than 1500 words) outlining your technical and industry knowledge, skills and experience, and why you should be considered for this position. You should take into consideration Section 2 – Overview of the role (including any detailed position specific requirements) when drafting your response. Where possible include specific relevant examples of your work. When you include examples, you should:

- set the context by describing the circumstance where you used the skills or qualities and gained the experiences
- detail what your role was
- describe what you did and how you did it
- describe what you achieved - what was the end result and how does it relate to the job you are applying for?

To use as a guide when developing your statement, an explanation of the difference in capability required at the APS levels can be found at the following link: [Work level standards: APS Level and Executive Level classifications | Australian Public Service Commission \(apsc.gov.au\)](https://www.apsc.gov.au/work-level-standards).

The ATSB does not have an online recruitment system, therefore you will need to email your application to recruitment@atsb.gov.au before the closing date and time. When emailing your application you will need to include:

1. a statement of claims (your pitch), focusing on the key responsibilities of the position and why you would like to work for the ATSB (no more than 1500 words)
2. a completed ATSB Applicant Coversheet
3. your current Curriculum Vitae or Resume.

Should you require further assistance in terms of submitting your application, please contact Human Resources on 02 6122 1642.

SECTION 5 – GENERAL INFORMATION

Eligibility

Please note, under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed (on a temporary or permanent basis) in the APS, unless the Agency Head has agreed, in writing.

Security requirements

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

Medical examinations

As a condition of your engagement you are required to attend and be considered medically fit to undertake the role of Transport Safety Investigator (in particular be able to safely be deployed to accident site). Successful candidates will be advised of appointment date(s) to complete an APS medical examination and a Track Safety Health Assessment - Category 3 Rail Medical, prior to or immediately upon commencement. If you do not attend the medical appointment or are assessed as medically unsuitable to undertake the role your employment may be terminated.

As a minimum, all Transport Safety Investigators are required to attend a standardised medical examination in accordance with the following periodic schedule:

- On engagement (pre-employment)
- 4 yearly intervals until reaching 39 years of age (inclusive)
- 2 yearly intervals from 40 years of age until reaching 59 years of age (inclusive)
- Annually from 60 years of age (inclusive) to retirement.

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

Vaccinations

The ATSB does everything in its power to keep its workforce safe. It is a general expectation that that you are willing to disclose your vaccination status for COVID-19, when requested. To be clear the ATSB encourages COVID-19 vaccinations, currently, we have not mandated COVID-19 vaccinations. The main reasons ATSB is asking for COVID-19 vaccination status is to help us manage or put in place safety actions or measures to support the individual circumstances of our employees and to help us manage business outcomes.

General employment conditions

The ATSB's salaries and employment conditions for non-SES employees are set under an ATSB's Enterprise Agreement 2015 and section 24(1) Determination 2021/01. These documents are accessible through the ATSB webpage.