



Thank you for considering the advertised vacancy for:

## MANAGER GOVERNANCE - Reference No: 2021/17

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>	Manager Governance
<u>Classification:</u>	Executive Level 2
<u>Employment Type</u>	Ongoing (permanent)
<u>Base Salary:</u>	\$126,021 - \$143,835 pa (plus 15.4% superannuation)
<u>Division:</u>	Operational Support
<u>Location:</u>	Canberra
<u>Security Level:</u>	Baseline
<u>Contact:</u>	Patrick Hornby on (02) 6122 1625
<u>Closing Date:</u>	Monday 17 January 2022, 11:59 pm AEDT

### 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
- influencing safety action.

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 100) includes about 60 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 employer superannuation, generous leave, 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](http://www.atsb.gov.au)

### **Role overview**

The Legal, Governance and Strategic Policy section provides integral support to the functioning of the ATSB across a range of strategic policy, governance, and legal matters.

The successful applicant for the position of Manager Governance, will lead the agency's governance and risk work, reporting to the Head of the section. We are looking for someone who knows how to create, and oversight, fit for purpose governance systems to provide assurance that the agency is properly using and managing its resources to achieve its objectives. We are looking for someone who can help articulate those objectives in corporate planning documentation and who knows how to use risk management to overcome challenges and recognise opportunities in realising them.

A good working knowledge of the requirements under the *Public Governance, Performance and Accountability Act 2013* relating to the governance role is important for successfully being able to carry out the leadership responsibilities as an EL 2 in this area. You do not need to be a subject matter expert in every discipline required to fulfil the functions. Our internal auditor and other retained professionals can provide support. You do need to be able to manage those resources to get the outcome though. You are a person who will learn on the job.

### **Duties of the role include:**

- Shaping and implementing the ATSB's performance framework including expected outcomes to be detailed in the Portfolio Budget Statement, Corporate Plan and the ATSB's Annual Plan;
- Developing methodologies and coordinating the collection of information and data to accurately measure and promote reporting on key performance indicators and internal controls for compliance with legislative and policy requirements;
- Continuing to improve and monitor the risk and fraud management frameworks for the agency;

- Supporting the ATSB's audit and risk committee and facilitating an audit program with the ATSB's internal auditor;
- Developing governance documentation and delivering training for matters like managing conflicts of interest and ensuring our business continuity planning is up to date;
- Leading the agency's preparations for parliamentary processes including Senate Estimates and parliamentary inquiries;
- Oversighting engagement between the agency and the Deputy Prime Minister's office;
- Managing staff to help them achieve their best;
- Managing a small budget to get the most out of limited resources.

### **Our ideal candidate:**

To be successful you will need to be a strong communicator who can engage with the ATSB's Senior Leadership Team and staff to show them how the governance and risk function can be used to help the agency maintain a clear sense of purpose and improve performance. You will have an inquiring and analytical mind with the ability to maintain focus on multiple matters in busy periods. You will be confident about bringing an innovative approach and be able to respond flexibly to changing demands.

### **The team and support:**

The ATSB is a small agency operating with small teams that take a multidisciplinary approach to work. There are six people altogether fulfilling the legal, governance and strategic policy functions. Depending on the demands, and your skill sets, you could get involved in developing policy around the ATSB's role in different modes of transport, delivering legal advice (if you have a legal background), drafting memoranda of understanding and engaging with transport stakeholders. Likewise, other team members will provide support to you during demanding periods.

You will likely have one or more direct reports amongst the team members.

The team's Head of Legal, Governance and Strategic Policy will provide the support necessary to help the person selected succeed in the role. In order to assist the successful applicant to achieve their best, we can offer training and development to advance their career. We also offer flexible working arrangements.

## **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 4-12 weeks to finalise.

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 one or more work sample assessments and interviews.

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

Once the Selection Committee has agreed on the preferred candidate(s), a report which outlines the assessment and selection process, and the Committee's recommendation is provided to the relevant delegate for approval. Human Resources will also monitor the process 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 from the date the vacancy was advertised.

Candidates not selected for interview 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 1200 words) outlining your skills, knowledge 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. Make sure you also review the ATSB's Corporate Plan and recent Annual Report to gain an understanding of where the challenges and opportunities are for the agency and the successful candidate in the role. 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 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](mailto:recruitment@atsb.gov.au) before the closing date/time. When emailing your application you will need to include:

1. a statement of claims (your pitch) addressing the key responsibilities of the position and why you would like to work for the ATSB (no more than 1200 words in total)
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.

### *Medical examinations*

As a condition of your engagement you will be required to attend a medical examination to assess your fitness for employment as an Australian Public Servant. You will be advised of your appointment date following your commencement.

### *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](http://www.aceinfo.net.au)

### *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. It is also a condition of your employment that you obtain and maintain a baseline security clearance. Successful applicants will be sent a letter of offer containing security forms that are required to be completed and returned before you commence work.

### *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, at this time we have not mandated COVID-19 vaccinations. The main reason ATSB would ask 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. This agreement is accessible through the ATSB webpage.