



Thank you for considering the advertised vacancies for:

SAFETY REPORTING OFFICERS - Reference No: 2023/02

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>	Safety Reporting Officer
<u>Classification:</u>	APS Level 5
<u>Employment type:</u>	Non-ongoing or Ongoing (permanent)
<u>Positions:</u>	Several
<u>Salary</u>	\$77,771 - \$83,975* pa (plus 15.4% superannuation)
<u>Division:</u>	Operations
<u>Location:</u>	Canberra or Brisbane
<u>Security Level:</u>	Baseline
<u>Contact:</u>	Danielle Hickling on (02) 6122 1672
<u>Closing Date:</u>	11:59 pm Thursday 30 March 2023

**the starting salary rate may be negotiated (within the salary range advertised) with the successful applicant(s) based on their skills, experience and capability to meet relevant work level standards.*

SECTION 2 – OVERVIEW OF THE ROLE

About the Australian Transport Safety Bureau (ATSB)

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 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/CEO 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 employed in areas covering Transport Safety Investigation, Notification and Confidential Reporting, Finance, Human Resources, Communications, Legal and Governance, 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 generous employer superannuation, substantial leave provisions, salary packaging and a closedown period over the Christmas holiday period, as well as a range of other benefits.

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

Safety Reporting Team

The Safety Reporting team is a highly regarded group of professionals dedicated to maintaining the records from reported transport safety accidents/incidents and confidential reports. The majority of notifications relate to aviation, however, the ATSB is committed to improving the incident and accident reporting arrangements with both the rail and marine industries.

#1. Safety reporting officer (general)

As a team member you will need to have highly developed information technology skills and experience or strong knowledge of aviation, marine and/or rail industries to undertake a range of tasks including:

- maintaining the ATSB's occurrence database
- processing of transport safety occurrence reports (from mandatory incident and accident reporting)* including applying a classification, occurrence categories and safety factors
- ensuring data integrity is maintained in accordance with the quality system
- conducting follow-up activities with operators and industry stakeholders via telephone and email



- completing quality assurance of occurrence records
- the preparation and publication of [occurrence briefs](#)
- managing the accident and immediately reportable incident hotline during business hours on a rostered basis
- extracting statistical related data for internal and external consumption
- liaising with Australian and overseas industry stakeholders and the general public
- supporting internal investigative staff as required.

The successful applicant(s) will have a good knowledge of or strong interest in learning about the **aviation, marine and rail** industries.

#2. Safety reporting officer (rail)

As a team member you will need to apply your established industry-based experience in rail and highly developed information technology skills to undertake a range of tasks including:

- maintaining the ATSB's occurrence database
- assisting in the processing and evaluation of confidential reports concerning rail operations
- processing of transport safety occurrence reports (from mandatory incident and accident reporting)* including applying a classification, occurrence categories and safety factors
- ensuring data integrity is maintained in accordance with the quality system
- conducting follow-up activities with operators and industry stakeholders via telephone and email
- completing quality assurance of occurrence records
- the preparation and publication of [occurrence briefs](#)
- managing the accident and immediately reportable incident hotline during business hours on a rostered basis
- extracting statistical related data for internal and external consumption
- liaising with Australian and overseas rail industry stakeholders and the general public
- supporting internal investigative staff as required.

The successful applicant(s) will have at least two years of experience working in the **rail** industry and a strong interest in learning about the **aviation and marine** industries.

* Interested applicants should become familiar with the [Transport Safety Investigation Act 2003](#) and supporting [Regulations](#) (particularly in relation to mandatory reporting requirements).



SECTION 3 – THE SELECTION PROCESS

A Selection Committee Panel (usually consisting of a Chair and two other panel members) is formed to conduct the assessment and selection process. The process usually takes between 6-8 weeks.

You may be required to undertake practical work-based assessments and an interview. Reference checks will only be conducted with those candidates deemed to be in strong contention for the role after interview. Included in the referee checks will be an appraisal of your personal integrity for the purposes of a baseline security check.

Once the panel has agreed on the candidate(s), 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(s), 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 first advertised.

Candidates not selected will be notified accordingly (via email).

SECTION 4 - SUBMITTING YOUR APPLICATION

Applicants are required to provide a two-page summary (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. 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 \(apsc.gov.au\)](#).

The APS work level standards accommodate the diversity of roles across the APS and are structured to clearly differentiate between the work expected (i.e. responsibilities and duties) at each classification level.

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. your statement of claims (pitch) addressing the key responsibilities of the position and why you would like to work for the ATSB (1200 words, two pages maximum)
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 employment 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



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 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 and a 24(1) Determination. These documents are accessible through the ATSB webpage.