



We appreciate your interest in working for the Australian Transport Safety Bureau (ATSB):

TRANSPORT SAFETY INVESTIGATOR (HUMAN FACTORS) – Reference No: 2024/11

Do you have a keen interest in advancing safety within the aviation, marine or rail industries. The ATSB has a unique job opportunity for anyone interested in investigating transport incidents and accidents, particularly in aviation.

When the ATSB investigates an incident or accident, our team of investigators will seek to determine its circumstances, identify any safety issues, and encourage relevant safety action. [Click here](#) for more information on the investigation process.

To meet its specific business needs, the ATSB is currently looking to build on its established cohort of Human Factors specialists. The successful candidate will have tertiary qualifications in Human Factors and at least five years of experience working in the transport sector. Aviation knowledge or experience is preferred for this role. Strong research or working background in cognitive psychology, organisational psychology and/or safety systems will be considered highly desirable.

Don't worry, we will teach you our investigation processes and detailed analysis methodology, all we ask is for you to bring your relevant transport safety industry experience and Human Factors knowledge to the table.

Details on how to apply for this role are presented through the following sections.

SECTION 1 – POSITION DETAILS

<u>Role:</u>	Transport Safety Investigator
<u>Classification:</u>	APS 6, Executive Level 1 (TSI Broadband)*
<u>Employment Type</u>	Ongoing (permanent)
<u>Base Salary:</u>	\$103,113 - \$133,522 (plus 15.4% superannuation) per annum
<u>Allowance:</u>	\$13,069 per annum**
<u>Division:</u>	Operations
<u>Location:</u>	Canberra, Brisbane, Melbourne or Perth
<u>Security Level:</u>	Baseline
<u>Contact:</u>	Stuart Godley (02) 6122 1635
<u>Closing Date:</u>	20 November 2024, 11:59 pm AEDT

* Transport Safety Investigators work within a broadband. Investigators who build on-the-job experience and demonstrate higher valued competencies will have an opportunity to progress through the broadband to the Executive Level 2 classification and remuneration points during their career.

** Once appropriate training has been completed Transport Safety Investigators participate in an on-call after hours roster. Transport Safety Investigators on the on-call after hours roster receive an annual allowance of \$13,069 on top of base salary recognising they may be restricted for up to 18 weeks per year.

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 100) includes about 60 aviation, marine and rail safety investigators. While the majority of staff are based in Canberra, we also have a large regional office in Brisbane and smaller regional offices Melbourne and Perth.

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

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 LGBTIQ+, 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

Overview of the role

As a Transport Safety Investigator (TSI), you will be required to work both independently and as part of a multi-disciplinary team. Depending on your past experience, your first year will involve formal (RMIT Graduate Certificate), and on-the-job training to learn how to investigate and help you apply ATSB's specific investigation methodology, and you will concentrate on shorter aviation investigations. You will lead 1-3 investigations at any point in time. Once trained in ATSB's investigation methodology, you will be involved in larger and more systemic investigations and also work to support other investigators seeking your human factors, safety systems and industry knowledge.

Each investigation is different and will require differing levels of research, evidence collection, analysis, and documentation of your findings to meet the needs of different audiences. You will also be required to build and maintain effective internal and external stakeholder relationships. The ATSB takes safety seriously, which is why we have multiple levels of checking and enquiry to ensure the findings and outcomes for each report are solid and can stand up to external scrutiny. Transport Safety

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 conceptual thinking skills, and sound technical writing skills to produce transport safety investigation reports
- sound technical human factors knowledge, including tertiary qualifications
- experience working in transport and/or safety systems, particularly aviation
- 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 specialist, recognising/respecting the work preferences and different views of others
- an ability to apply technical and industry knowledge impartially and without bias
- 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
- holds a current unrestricted driver's licence for a motor vehicle
- an ability to model and promote the Australian Public Service (APS) values, APS Code of Conduct and ATSB principles/values.

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. The ATSB encourages all employees to be vaccinated against COVID-19. Additional inoculations may be required when travelling and/or attending overseas accident sites.
- 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 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 will be 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.
- These specific conditions will be formalised through the successful applicant's letter offering employment.

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 safety investigation information management system with integrated project management tools
- well defined competencies, 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 a minimum of 4 weeks and maybe in 2 x two-week blocks.

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 12 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 skills, knowledge and experience to undertake the role of Transport Safety Investigator, 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/time. When emailing your application you will need to include:

1. a statement of claims (your pitch) outlining how your skills and experience will help you to undertake the role of Transport Safety Investigator 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 send an email to recruitment@atsb.gov.au.

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 apply for, 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/employment, you are required to attend and be considered medically fit to undertake the role of Transport Safety Investigator (includes being able to safely be deployed to accident sites). Successful candidates will be advised of appointment date(s) to complete an APS medical examination, prior to or immediately upon commencement. If you do not attend the medical appointment or are assessed as medically unsuitable to undertake the role of Transport Safety Investigator 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. The ATSB encourages **all** employees to be vaccinated for COVID-19. It is a general expectation that that you are willing to disclose your vaccination status for COVID-19, if employed. The ATSB requires COVID-19 vaccination status to assess workplace risks and manage or put in place safety actions or measures to support all employees. Information provided will be handled in accordance with the *Privacy Act 1988*.

General employment conditions

The ATSB's salaries and employment conditions for non-SES employees are set under an ATSB's Enterprise Agreement 2024-27. This document is accessible via the ATSB webpage.