



We appreciate your interest in working at the Australian Transport Safety Bureau:

## TRANSPORT SAFETY INVESTIGATOR - SAFETY ANALYST - Reference No: 2025/04

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

### SECTION 1 – POSITION DETAILS

<u>Role:</u>	Transport Safety Investigator - Safety Analyst
<u>Classification:</u>	APS6/Executive Level 1 (TSI broadband)
<u>Employment type:</u>	Non-ongoing, with the potential to become ongoing (permanent)
<u>Base Salary:</u>	\$107,031 - \$138,596* pa (plus 15.4% superannuation)
<u>Superannuation:</u>	\$16482 - \$21,343
<u>Total package:</u>	\$123,513 - \$159,939 (next pay increase due in March 2026)
<u>Division:</u>	Operations
<u>Section:</u>	Safety Analysis and Research
<u>Location:</u>	Canberra, Brisbane
<u>Security Level:</u>	Baseline
<u>Contact:</u>	Terry O'Bree, Manager Safety Analysis and Research on (02) 6122 1671
<u>Closing Date:</u>	Wednesday 25 June 2025, 11:59 pm

**\*Note: The amount offered will depend on how well the applicant's skills, qualifications, and experience match the job requirements. For example:**

- A highly experienced candidate might be offered a salary near the top of this range.
- A less experienced candidate might start closer to the lower end.

### SECTION 2 – OUR ORGANISATION

The Australian Transport Safety Bureau (ATSB) improves safety and public confidence in aviation, marine and rail transport through:

- Our independent 'no blame' investigation of transport accidents and safety occurrences;
- Our safety data recording, analysis and research; and
- 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 ATSB is committed to creating 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, work-life balance and excellent employment benefits and conditions. This includes flexible work arrangements (where appropriate) including working from home, 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](http://www.atsb.gov.au)

## SECTION 3 – ABOUT THE ROLE

### Overview of the role

Transport Safety Investigators – Safety Analysts are required to work both independently and as part of a team. 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.

Transport Safety Investigators – Safety Analysts **primarily conduct office-based analysis and research**, and as such are not included on the general notification or deployment rosters.

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

### Role responsibilities

The position holder will work to support the Safety Analysis and Research team, responsibilities include:

- as Investigator In-Charge (IIC), lead, manage and participate in safety study investigations that have the greatest potential to influence safety outcomes
- as Investigator IIC, lead and oversee all aspects of the planning and delivery of an investigation project plan, including resource and workload allocation, regular and clear communication with managers, team members and key stakeholders, staying within the scope of the investigation and achieving outcomes within the prescribed time period
- as an investigation team member, work collaboratively with others to collect and evaluate evidence and provide high quality analysis to consolidate investigation safety factors
- develop and produce code for data extraction from ATSB and external data holdings
- design and maintain intuitive tools and reports for data extraction, display and analysis
- as Investigator IIC, prepare timely, well-reasoned and written robust reports and correspondence
- effectively communicate the findings and safety issues flowing from investigative work and advocate for timely and appropriate safety action
- work with your Manager, team and other internal stakeholders to respond to safety occurrences and other immediate/time critical demands

- build and maintain productive relationships with industry bodies, Commonwealth and State agencies to deliver quality safety outcomes
- ensure all workplace risks within your area of control are captured, assessed and appropriately controlled consistent with the ATSB risk management framework
- work in accordance with prescribed ATSB processes and procedures and adhere to legislative requirements, including the Transport Safety Investigation Act 2003 and the Public Governance, Performance and Accountability Act 2013
- contribute to a range of organisational responsibilities, including major investigation preparedness, Professional and WH&S Committees, learning and development (peer coaching/mentoring or sharing knowledge/expertise)
- exemplifying and promoting the APS values, Code of Conduct and ATSB principles/values.

### What you'll need to develop to succeed in this role

- comprehensive research, analytical and technical writing skills, to produce preliminary, interim and final safety studies and statistical reports
- highly developed knowledge of statistical analysis methodologies, data extraction, data interpretation and data visualisation tools/methods
- comprehensive knowledge of programming languages and capability to develop, test and maintain data extraction/analysis code
- 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
- 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 judgement and decision-making skills.

## SECTION 4 – THE SELECTION PROCESS

A Selection Committee Panel (usually consisting of a Chair and at least two other panel members) is formed to conduct the assessment and selection process. The process usually takes between 6 and 10 weeks to finalise.

For this role, shortlisted applicants are asked to undertake practical work-based assessments and a behavioural 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 may be an appraisal of your personal integrity for the purposes of a baseline security check.

Once the panel has agreed on the preferred 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 in accordance with the *Public Service Act 1999*.

A verbal offer will then be made to the preferred 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 on APSjobs.

Candidates not progressed through the selection process or offered employment will be notified via email.

## SECTION 5 - 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 3 – About 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 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 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](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)** 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 1200 words)

2. a completed **ATSB Applicant Coversheet**, available from the ATSB website
3. your current **Curriculum Vitae or Resume**.

Should you require further assistance in terms of submitting your application, please email [recruitment@atsb.gov.au](mailto:recruitment@atsb.gov.au).

## SECTION 6 – 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) as an Australian Public Service (APS) employee in the ATSB.

### *Security requirements*

If successful, a police/character check will be undertaken to ensure you are a fit person to be employed in the APS 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/employment, you are required to attend and be considered medically fit to undertake the role you are being employed to undertake. 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 your employment may be terminated.

### *Workplace diversity*

The ATSB aims to ensure that fair, equitable and non-discriminatory consideration is given to applicants. If you need assistance the selection process or at an interview regarding access, an interpreter or another service, please discuss this with the contact officer or Human Resources as soon as possible.

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)

### *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, including pay increases, for non-SES employees are set under [ATSB's Enterprise Agreement 2024-27](#), also accessible through the ATSB webpage.