



Thank you for considering the advertised vacancies for:

Manager Mandatory Reporting - Reference No: 2025/09

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 Mandatory Reporting
<u>Classification:</u>	Executive Level 1
<u>Employment type:</u>	Ongoing (permanent)
<u>Salary</u>	\$120,154 – 132,630* pa (plus 15.4% superannuation)
<u>Division:</u>	Operations
<u>Section:</u>	Safety Reporting
<u>Location:</u>	Canberra, Brisbane
<u>Security Level:</u>	Baseline
<u>Contact:</u>	Danielle Hickling on (02) 6122 1672
<u>Closing Date:</u>	11:59 pm Wednesday, 10 December 2025

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

SECTION 2 – OUR ORGANISATION

The Australian Transport Safety Bureau (ATSB) influences transport safety improvements for the greatest public benefit through independent no-blame investigations and fostering safety awareness. Our vision is to maintain effective transport without accidents.

The 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 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 Chief Commissioner/CEO and three part-time Commissioners. The ATSB's staff (approximately 125) includes about 70 aviation, marine and rail safety investigators. Our offices are based in Canberra, Brisbane, Melbourne, and Perth.

ATSB staff are also employed in functional areas covering: Safety and Confidential Reporting, Finance, Human Resources, Stakeholder Engagement, Communications and Media, Legal, Governance and Strategic Policy, 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 LGBTI+, and people with diverse linguistic and cultural backgrounds.

We offer a positive workplace culture and excellent employment benefits and conditions. This includes flexible work arrangements (where appropriate) including working from home, 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

SECTION 3 – ABOUT THE ROLE

Overview of the team

As Manager Mandatory Reporting, you will lead and manage the work of a team of safety professionals. You and your team will be responsible for ensuring the efficient operation and data quality of the ATSB Investigation Management System (AIMS), the ATSB's primary database and workflow management system that records all reported transport safety occurrences (accidents/incidents). AIMS is used as the primary investigation management application for Transport Safety Investigators.

The Manager Mandatory Reporting works under the direction of the Head of Safety Reporting to deliver quality outcomes. In performing this leadership role, you will manage the day-to-day work and priorities of the Safety Reporting section.

Role responsibilities

- Managing the ATSB's mandatory reporting requirements (occurrence notifications received from Rail, Aviation and Marine industry representatives), including data entry and quality assurance of occurrences and notification follow-up.
- Maintenance of the ATSB's occurrence database for the aviation and marine transport modes, ensuring the correct classifications, categories, safety factors and Event Risk Classifications are coded, including for investigated occurrences.
- Managing the ATSB's accident and immediately reportable incident hotline activities, including taking the lead on initial accident response, ensuring time-critical information is appropriately sought, compiled, recorded and disseminated internally for investigation and deployment decision.
- Managing the ATSB's witness hotline activities and online witness reports, including the dissemination to investigative staff, and prioritising tasks as appropriate.
- The publication of aviation and marine occurrence web summaries to the ATSB website.

- The final approval of aviation occurrences to be released to the Civil Aviation Safety Authority and for public release.
- Represent the ATSB as a member of the Australian Aviation Wildlife Hazard Group (AAWHG).
- ATSB account manager for hotline(s) diversion system and primary point of contact for Immediately Reportable Matter (IRM) notification SMS system.
- Building the capability of new and existing Safety Reporting staff, including:
 - Ensuring mandatory reporting requirements are met and appropriately actioned (notifications received from Rail, Aviation and Marine industry representatives); and
 - Effecting data entry and processing requirements for occurrences into the ATSB Investigation Management System (AIMS).
- Leading and motivating a team, managing team performance and workloads (KPIs), setting daily direction and priorities for Safety Reporting Officers, driving continuous learning and providing on-the-job coaching and mentoring.
- The Manager Mandatory Reporting will monitor and support the health, safety and wellbeing of staff in accordance with legislation and the ATSB's policies and procedures.
- The Manager Mandatory Reporting will model and promote the APS values, APS Code of Conduct and ATSB principle.

What you'll need to succeed in this role

- Ability to lead a team of Safety Reporting Officers effectively and build both staff and team capability.
- Ability to prioritise, allocate and monitor workload, providing direction.
- Ability to build and sustain relationships with a network of key people internally.
- Ability to apply problem-solving skills in a collaborative environment.
- Results-driven – takes responsibility for meeting objectives and progressing work.
- Shows initiative and proactively assists team with operational matters, doing what is required.
- Ability to work effectively with a limited set of information, explore options and make sound decisions under pressure.
- Knowledge and application of the ATSB's Policy, Procedure and Guideline framework.
- Embrace continuous professional development opportunities and broader industry awareness.
- Sound knowledge of the Transport Safety Investigation Act 2003, in particular Transport Safety Investigation Regulations 2022.

SECTION 4 – THE SELECTION PROCESS

A Selection Committee Panel (usually consisting of a Chair and at least one other panel member) is formed to conduct the assessment and selection process. The process usually takes between 6-8 weeks from when the advertisement closes.

You may be required to undertake practical work-based assessment(s) and an interview. Reference checks will 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.

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 the 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 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 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 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 Jobs@atsb.gov.au before the closing date and time. When emailing your application you will need to include the following 3 documents:

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 send an email to Jobs@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) 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 can be found under the [Australian Transport Safety Bureau's Enterprise Agreement 2024-2027](#).