



## AVIATION COMMISSIONER (PART-TIME) – Reference No: 2026/02

### SECTION 1 – POSITION DETAILS

|                                   |   |
|-----------------------------------|---|
| <b><u>Role:</u></b>               | Aviation Commissioner (part-time)   |
| <b><u>Reports to:</u></b>         | Chief Commissioner  |
| <b><u>Appointment length:</u></b> | Part-time Commissioners hold office for a specified period not exceeding three years (13A(2) of the TSI Act)          |
| <b><u>Remuneration:</u></b>       | Remuneration for this position is set by the Remuneration Tribunal (for more information <a href="#">click here</a> ) |
| <b><u>Location:</u></b>           | Can reside anywhere in Australia, although will need to attend quarterly meetings in Canberra                         |

The Australian Transport Safety Bureau (ATSB) is Australia's national, no-blame, transport safety investigator. The ATSB is established under the *Transport Safety Investigation Act 2003* (TSI Act) and is an independent Commonwealth statutory agency under the *Public Service Act 1999* (PS Act) governed by a Commission consisting of a full-time Chief Commissioner and three part-time Commissioners.

The ATSB's primary role is the independent investigation of transport accidents and other safety occurrences with the primary objective of improving transport safety outcomes for the travelling public and the greatest public benefit in the aviation, marine and rail modes of transport. The ATSB also maintains and improves transport safety through safety data recording, analysis and research, and fostering safety awareness, knowledge and action in the transport industry.

The ATSB cooperates with relevant stakeholders and agencies in Commonwealth, state and territory governments, Defence, the tertiary education sectors and internationally.

More information - More information about the Bureau is available at: <https://www.atsb.gov.au/>

The ATSB Commission comprises a Chief Commissioner (full time) and two or more part-time Commissioners (see s12A of the TSI Act). The ATSB prefers to have three part-time Commissioners, each with a background in aviation, marine or rail. To be eligible to be appointed as a Commissioner, a person must have a high level of expertise in one or more areas relevant to the ATSB's functions (s13(3) of the TSI Act).

The Chief Commissioner is also the CEO of the ATSB. While the positions are occupied by the same person, the Chief Commissioner role is quite separate to that of the CEO. The CEO, as the Accountable Authority, is responsible for the effective, efficient and ethical use of ATSB resources and has responsibilities under the PGPA Act and the PS Act. The functions and powers of the Chief Commissioner are determined by the TSI Act and are concerned with transport safety investigation and related matters.

## SECTION 2 – ABOUT THE ROLE

While the Chief Commissioner holds office for a specified period not exceeding five years (s13A(1) of the TSI Act), the part-time Commissioners hold office for a specified period not exceeding three years (13A(2) of the TSI Act). Commissioners may be eligible for re-appointment.

The role of a Commissioner is to:

- Advise the ATSB on the Minister’s Statement of Expectations.
- Approve ATSB investigations and oversight their quality and timeliness.
- Be aware of and provide advice on high profile or potentially contentious reports.
- Provide advice on the ATSB’s strategic direction.
- Provide advice on the ATSB’s performance information.
- Provide advice on the ATSB’s engagement with risk.
- Provide advice on the ATSB’s financial viability.
- Ensure the standards, professionalism and capabilities of the ATSB are maintained at the highest appropriate levels commensurate with industry developments (technology) and world’s best practice.
- Act as an ambassador of the ATSB.
- Participate actively in Commission meetings both in person and/or via phone/video link.
- Reinforce health, safety and environment philosophy on location and in office.
- Challenge or comment on matters that are not clear or that cause concern.
- Not become involved in general administration matters, employment and human resource matters, systems etc. unless an obvious and serious concern is identified.

Commissioners have a number of responsibilities explicitly stated in legislation or implied by virtue of their position. The TSI Act imposes a number of duties and responsibilities including with regard to:

- Outside employment.
- Disclosure of material personal interests.
- Performance of TSI Act functions.
- Release of investigation reports.
- Protection of information.

Should you wish to discuss the role/appointment in more detail, please contact Colin McNamara, Chief Operating Officer on (02) 6122 1669 or via [colin.mcnamara@atsb.gov.au](mailto:colin.mcnamara@atsb.gov.au)

## SECTION 3 – TERMS AND CONDITIONS

The successful applicant will be appointed as a Commissioner on a part-time basis for a period of up to three (3) years. Remuneration and allowances for the position are set by the [Remuneration Tribunal](#). *Remuneration Tribunal (Remuneration and Allowances for Holders of Part-time Public Office) Determination 2025 Compilation No.5*. has currently set the annual remuneration at \$69,080 pa. The successful applicant can reside anywhere in Australia, although will need to attend quarterly meetings in Canberra.

## SECTION 4 – ELIGIBILITY

To be eligible for appointment as a Part-time Commissioner, applicants must satisfy the following:

- Pursuant to section 13(3) of the *Transport Safety Investigation Act 2003*, a person is eligible to be appointed as a Commissioner only if they have a high level of expertise in one or more areas relevant to the ATSB's functions (aviation, marine or rail).
- Have, or be able to hold, a Baseline security clearance. To be eligible for an Australian Government security clearance, you must be an Australian citizen and have a checkable background, for at least the preceding 10 years.
- Disclose all interests, pecuniary or otherwise, that may conflict with the performance of their duties, including any other place of employment. This is an ongoing requirement of the role.

## SECTION 5 – SELECTION CRITERIA

In addition to meeting eligibility requirements, applicants will need to demonstrate their capability against the following criteria:

- Demonstrated aviation operational and safety management expertise and experience
  - Operational and safety management qualifications/experience relevant to Air Transport Operations highly desirable
- Displays a high level of judgement
- Works well with others to cultivate productive relationships
- Demonstrates a high standard of professional and personal integrity
- Displays an informed understanding and appreciation of the ATSB's role and functions
- Ability and commitment to managing real and/or perceived conflict of interests.

## SECTION 6 – SUBMITTING YOUR APPLICATION

The ATSB does not have an online recruitment system, therefore you will need to email your application to [jobs@atsb.gov.au](mailto:jobs@atsb.gov.au) before the closing date and 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 Commissioner and why you would like to work for the ATSB (two pages maximum)
2. your current **Curriculum Vitae or Resume**.

**Note:** It is important that your statement of claims clearly demonstrates your work experience, capabilities and capacity to take on the role as defined in Section 2 – about the role and Section 5 – selection criteria.

**Applications must be submitted via email ([jobs@atsb.gov.au](mailto:jobs@atsb.gov.au)) on or before Tuesday, 31 March 2026.**