



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

INVESTIGATION SUPPORT OFFICER – Reference No: 2026/03

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>	Investigation Support Officer
<u>Classification:</u>	APS 5
<u>Employment Status:</u>	Ongoing
<u>Employment Type:</u>	Part-time (minimum of 30 hours per week)
<u>Salary range:</u>	\$89,414 - \$96,829 pa (pro rata, plus 15.4% superannuation)
<u>Division:</u>	Corporate
<u>Location:</u>	Canberra
<u>Security Level:</u>	Baseline
<u>Contact:</u>	Gerard Frawley on 02 6122 1727
<u>Closing Date:</u>	Wednesday, 30 September 2026 11:59 AEST

SECTION 2 – OUR ORGANISATION

The Australian Transport Safety Bureau (ATSB) improves safety and public confidence in aviation, rail and marine transport through independent 'no blame' investigations of accidents and safety occurrences. Our mission is to improve transport safety for the greatest public benefit through influencing safety action to prevent reoccurrences.

SECTION 3 – ABOUT THE ROLE

The Investigation Support officer provides reliable and responsive operational, administrative and logistical support to ATSB investigation activities. The role coordinates moderately complex tasks, applies established procedures, exercises sound judgement and contributes to the operational readiness of investigators. The position works under limited supervision, manages completing priorities, and provides accurate, timely support.

Responsibilities include

- Coordinate procurement, distribution and maintenance of equipment, uniforms and PPE for ATSB investigators, including managing stock levels and routine replenishment requirements
- Administer identification and security access credentials (ID cards, ASIC/MSIC), vaccination and BBP pathogen records, and official passports, ensuring all records are accurate, compliant and up to date.
- Manage the investigation support email inbox
- Coordinate travel, accommodation, car hire and related logistics for investigation deployment activities.
- Participate in post-deployment meetings to capture follow-up safety equipment actions and maintain documentation.
- Maintain and update the ATSB out-of-hours duty roster in accordance with established procedures, ensuring timely communication of changes to investigators and relevant stakeholders.
- Provide administrative and operational support to investigation activities, including preparing routing procurement reports, maintaining documentation, and assisting with monitoring the investigation support cost centre under guidance.
- Undertake additional administrative tasks as required to support operational readiness and the broader functions of the team.

Our Ideal Person

Our ideal person will demonstrate:

- An ability to manage administrative and logistical tasks, prioritise workload, meet deadlines, and be responsive to operational needs.
- Maintain accurate records, apply quality assurance checks and ensure compliance with policy and procedures.
- Communicate clearly with investigators, internal stakeholders and external providers to support deployment and operational activities
- Apply procedures, identify routine issues, and escalate matters appropriately.
- Use a variety of tools to manage logistics, records, rosters and reporting.
- Experience in working in operational environments, and an understanding of the role of the ATSB.

What we can offer you

- Flexible working arrangements, such as flexible start and finish times.
- Access to on-the-job learning and paid professional development opportunities to support your career.
- Travel allowances if traveling for work.
- Health and wellbeing program – tools, resources and supports.

SECTION 4 – THE SELECTION PROCESS

A Selection Committee (usually consisting of 2-3 members) is formed to conduct the assessment and selection process. The process can take between 4 to 12 weeks to complete.

All members of the Selection Committee will assess the applications received after the closing date. The Committee will then agree on a selection of candidates (a short-list) to progress to the next stage of assessment. Shortlisted candidates may be required to complete one or more work sample assessments. The most competitive applicants will progress to interview.

Reference checks are performed on those candidates who are deemed to be in strong contention for the role, at the conclusion of the assessment and/or interview 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 the APSjobs website.

Candidates not shortlisted or progressing through the selection process will be notified via email. Unsuccessful candidates who were interviewed may be contacted by a member of the Committee and feedback can be provided on request.

SECTION 5 - SUBMITTING YOUR APPLICATION

Applicants are required to submit a statement (maximum 2 pages) addressing the role as described above and why you want to be considered for this position. 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 \(apsc.gov.au\)](#).

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 3 items listed below:

1. a **statement** outlining how your skills and experience relate to the Investigation Support Officer role and why you would like to work for the ATSB (maximum 2 pages)
2. a completed **ATSB Applicant Coversheet**, available from our website
3. your current **Curriculum Vitae or Resume**.

Should you require further assistance in terms of submitting your application, please email your query 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 an Australian citizen** to be employed (on a temporary or permanent basis) in the APS, unless the Agency Head has agreed, in writing.

Diversity and inclusion

The ATSB aims to ensure that fair, equitable and non-discriminatory consideration is given to applicants. If you need assistance at an interview regarding 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 prior to your commencement date. It is also expected you will obtain, in the first six months of your employment, and maintain, a baseline security clearance.

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.

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

For more information on employment conditions and salary rates please refer to the ATSB's Enterprise Agreement 2024-2027, available on the ATSB webpage.