



Safe Work Australia Application Kit

# Secretariat Officer

(VN 0705252)

## POSITION DETAILS

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<b>Classification:</b>	APS 6
<b>Position Number:</b>	TBA
<b>Salary:</b>	\$92,051 - \$101,415 (plus 15.4% superannuation)
<b>Employment type:</b>	Ongoing, Non Ongoing, full time (37.5 hours)
<b>Section:</b>	Secretariat
<b>Branch:</b>	Office of the CEO
<b>Contact Officer</b>	Heath Bayly (02) 6121 8838 or <a href="mailto:heath.bayly@swa.gov.au">heath.bayly@swa.gov.au</a>
<b>Closing Date</b>	<b>11.30pm (AEST) 26 May 2022. Extensions may be granted in exceptional circumstances only.</b>

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## Your Role

The Secretariat Officer is responsible for providing high-level secretariat services to Safe Work Australia Members, the Chair, the Chief Executive Officer and Deputy Chief Executive Officer and various committees within the Agency.

The role also involves providing parliamentary support for the Agency including the administration of internal processes for the provision of briefs and submissions to the Attorney-General, Senate Estimate briefs, Questions on Notice and Ministerial and CEO correspondence.

Key duties and responsibilities include:

- assisting with the organisation of the Agency's key meetings
- coordinating the preparation of meeting papers and briefs, including preparing meeting packs
- taking meeting minutes and following up actions arising
- tracking correspondence and actions arising
- supporting the Agency's parliamentary function by assisting with the coordination of Senate Estimates briefing material and actioning Questions on Notice and Question Time Briefs
- coordinating responses to the Agency's general enquires and drafting correspondence to stakeholders, and
- assisting with other ad-hoc secretariat tasks.

Successful applicants will demonstrate:

- a positive, can-do, customer focused attitude
- strong communication and stakeholder engagement skills
- strong attention to detail
- trustworthiness and reliability
- resilience, and
- problem solving skills and the ability adapt quickly to change.

## Our Agency

Safe Work Australia (SWA) is a leading national policy body for work health and safety (WHS) and workers' compensation. We are a small Agency of around 100 people yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness.

We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities.

We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply.

Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths.

Find out more about [who we are and what we do](#).

## Our Section

The Secretariat section responsible for providing high-level secretariat services to Safe Work Australia Members, the Chair, the Chief Executive Officer and Deputy Chief Executive Officer and various committees within the Agency.

The section also provides parliamentary support for the Agency including the administration of internal processes for the provision of briefs and submissions to the Attorney-General, Senate Estimate briefs, Questions on Notice and Ministerial and CEO correspondence.

## Education and experience

No specific qualifications are required, however experience in a similar role and an excellent understanding of the Microsoft Office suite, Windows 10 operating environment and HPE Content Manager (TRIM) are extremely advantageous.

## Eligibility

To be eligible for employment with SWA, you must be an Australian citizen and you will be required to successfully undergo a police record check.

The successful applicant must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

This position is Canberra-based. Successful candidates must be able to travel interstate (overnight) to attend meetings. Occasional longer hours may also be required.

## How to apply

Our [website](#) provides guidance to assist you through the application and selection process.

To apply for this role, you will need to send:

- a [completed application coversheet](#)
- a resume outlining your career history and qualifications, as relevant to the role
- a pitch (no more than 1 page telling us how your skills, knowledge, experience, and qualifications make you the best person for the job).



To [recruitment@swa.gov.au](mailto:recruitment@swa.gov.au), by **11.30pm (AEST), 26 May 2022**.

Please note in the subject line of your email (in this order) the job title, classification, and vacancy number (VN) as per the Gazette.

Following the selection process, suitable applicants may be placed in a merit pool which can be used to fill similar roles within 12 months of the vacancy being notified in the gazette.

Any queries relating to the submission of your application can be directed to the People Strategies section via [recruitment@swa.gov.au](mailto:recruitment@swa.gov.au) or by phoning 02 6240 5064.