



Assistant Director, Strategic Policy & Coordination

VN-0706188

POSITION DETAILS

Classification:	Executive Level 1
Position Number:	TBC
Salary:	\$ 113,149 - \$125,819 (plus 15.4% superannuation)
Employment type:	Ongoing and non-ongoing, Full-time (37.5 hours) or part-time
Section:	Strategic Policy and Coordination
Branch:	Evidence and Strategic Policy Branch
Contact Officer	Pamela Binnington (02) 6121 6571 or pamela.binnington@swa.gov.au
Closing Date	11.30pm (AEST) Sunday 19 June 2022 Extensions may be granted in exceptional circumstances only.



Your Role

We are offering an exciting opportunity to undertake key strategic policy work at Safe Work Australia.

The Assistant Director will be working on policy aligned with the Agency's strategic objectives. Projects include supporting the final stages of the development of the next Australian WHS Strategy as well as implementing important recommendations from the review of the Model WHS laws. You will be responsible for supporting the Director to set the policy direction of the section's work, monitor progress and potentially supervise junior officers to deliver on identified outcomes.

To be a strong contender for the role you will need to be a collegiate and flexible self-starter who can work independently and get involved in developing and driving outcomes when circumstances require.

Successful applicants will demonstrate:

- experience in providing timely strategic policy advice and guidance,
- highly developed analytical and problem-solving capabilities, to analyse, develop and interpret policy, and identify solutions and pathways to achieve objectives,
- excellent communication and interpersonal skills, to build and maintain internal and external stakeholder relationships and to deliver messages astutely to influence policy outcomes,
- experience producing high quality documents and written advice in a variety of formats, to convey complex information clearly and succinctly, and
- initiative and drive to manage competing priorities, including delivering on project outcomes in a timely manner.

Key duties of the role include:

- supporting the development of the next Australian WHS Strategy
- developing and delivering responses to recommendations of the Review of Model WHS Laws
- managing research grant funding, and
- undertaking policy work on new and emerging WHS issues.

Our Agency

Safe Work Australia (SWA) is a leading and trusted national policy body for Work Health and Safety (WHS) and workers' compensation. We are jointly funded by the Commonwealth and state and territory governments and work collaboratively with work health and safety regulators, industry groups and unions.

We are a small Agency of around 100 people located in Canberra and our work plays a significant role in the lives of 13.5 million working Australians and their families through preventing work-related fatalities and injuries.

We are committed to professionalism, excellence, and collaboration. We encourage innovative thinking and the drive and skill to see those ideas implemented.

We are an engaged workplace that prides ourselves on our commitment to safety, diversity, and inclusion. We have an active Workplace Inclusion Network and social club and we participate in a range of corporate and charitable activities.



Education and experience

Experience in work health and safety, workers' compensation or industrial relations is desired but not essential.

Degrees and/or experience in public policy, science, health, legal policy or law will be highly regarded.

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.

An applicant's suitability for employment with SWA will be assessed through a pre-employment screening process. Successful applicants will be required to undergo and satisfy a National Police Check.

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 relevant to the role outline above
- a one-page pitch no more than 500 words, telling us how your skills, knowledge, experience, and qualifications make you the best person for the job.

To recruitment@swa.gov.au, by **11.30pm (AEST) Sunday 19 June 2022**.

Please note in the subject line of your email (in this order) the job title and classification.

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