



Safe Work Australia Application Kit

# Research Analyst

(VN 0707922)

## 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, full time (37.5 hours) or part time
<b>Section:</b>	Data Improvement
<b>Branch:</b>	Evidence and Strategic Policy
<b>Contact Officer</b>	Tara Yee (02) 6121 6207 or <a href="mailto:taralyn.yee@swa.gov.au">taralyn.yee@swa.gov.au</a>
<b>Closing Date</b>	<b>11.30pm (AEST) Sunday, 31 July 2022</b> <b>Extensions may be granted in exceptional circumstances only.</b>

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## Your Role

Our work aims to improve the lives of 13.5 million working Australians by building and promoting a national evidence base on WHS and workers' compensation outcomes. We do this through collecting, analysing and publishing information on WHS and workers' compensation data to gain a national picture of work-related injuries, deaths and diseases.

You will be part of a small and friendly multi-disciplinary team whose work has a broad reach across the Agency. For this role, you will be involved in the whole data life cycle for some of our key datasets. From compiling information from the source, validating the data with our stakeholders, analysing the trends, and reporting findings to the executive and the public, this role will allow you to expand your data and writing skills.

We are currently undertaking a Data Improvement Project to improve communication, governance and infrastructure for our data. This is an exciting project that will give you the opportunity to examine and review our current data holdings and identify new ideas and options for how we can communicate and use data and evidence to help keep Australians safe at work.

We are seeking a self-starting and experienced Research Analyst to help us maintain and improve our datasets, and explore WHS and Workers' compensation trends in greater detail.

As part of our team, you will be responsible for:

- Compiling, analysing, writing the reports and communicating data from our Work-related Traumatic Injury Fatalities dataset (see [link](#) for report example) and our Comparative Performance Monitoring Report (see [link](#) for 23<sup>rd</sup> edition example).
- Analysing and consulting on the requirements of these key datasets and proposing opportunities for improvements in their capture, accessibility and use.
- Contract management including developing tender documentation, managing selection processes and overseeing vendor's performance.
- Assisting to transfer our reports and data onto our interactive data website, and evaluate its ability to meet our stakeholder needs.
- Liaising, consulting and negotiating with a range of expert groups and stakeholders to maintain high quality datasets.
- Communicating data and research findings clearly and effectively to a range of audiences,
- Business as usual and other ad hoc activities.

Please note that as part of this role you will be collecting and working with information on workers who were injured or killed while at work. The health and wellbeing of our employees is important to us, and we have 24/7 access to our Employee Assistance Program (EAP).

If you are interested in applying, we strongly encourage you to speak with the contact officer to gain a good understanding of the working environment and what the role involves.

## 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 Data Improvement section plays a vital role in trying to improve WHS and workers' compensation outcomes by building, maintaining and promoting the evidence base. We use our skills to understand and communicate what happened and why it happened.

Activities that we undertake include:

- the compilation, analysis, reporting and communication of key national workers' compensation and work-related fatality data sets
- researching and evaluating key issues and workplace interventions, and
- engaging and collaborating with key stakeholders.

We have a strong focus on work / life balance and on development. We like to achieve a lot but focus on achieving during work hours so we can enjoy time with our friends and family.

## Education and experience

We are looking for people who are comfortable using data and research to answer questions. Specially, we would like applicants that:

- Have strong numerical literacy and qualifications or work related experience in a data related field.
- Can write succinctly and translate technical concepts in plain English for a range of audiences.
- are comfortable with Microsoft Excel and, either have experience using or are keen to learn, Microsoft Power BI.
- have curiosity, strong analytical and problem solving skills and an interest in improving outcomes for Australian workers,
- are proactive, self-motivated, and able to operate both independently and as part of a team

## 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 minimum of 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.

## 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
- a 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](mailto:recruitment@swa.gov.au), by **11.30pm (AEST), Sunday 31, July 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 18 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.