



Safe Work Australia Application Kit

Multiple positions – Evidence, Communications and Strategic Policy

(VN-0713104)

POSITION DETAILS

Classification:	APS 4, APS 5, APS 6
Position Number:	TBA
Salary:	\$74,195 – \$101,415 (plus 15.4% superannuation)
Employment type:	Ongoing, full time (37.5 hours) and part time
Section:	Data Improvement and Data Analysis
Branch:	Evidence, Communications and Strategic Policy
Contact Officer	Anita Das Ph: 02 6121 7182 Email: Anita.Das@swa.gov.au
Closing Date	11.30pm (AEST) 30 October 2022 Extensions may be granted in exceptional circumstances only.



Your Role

We are looking for people who want to make a difference through data in small and multi-disciplinary teams. We have multiple positions available including:

- Project management and communication (APS 6): The person in this role will manage the deliverables of our Data Improvement Project including:
 - Overseeing the implementation of a new interactive data website early in 2023 by engaging across the Agency and with stakeholders, developing content, and managing our contract and relationship with an external provider who is developing data visualisations and migrating our datasets.
 - Provide support to a team refreshing the Agency's data governance arrangements and participating in the Office of the National Data Commissioner's Data Inventories pilot.
 - Working with our Communications Section to identify and develop opportunities for new content and analysis once the website is live.
- Data management, compilation and analysis (APS 4-6): The Agency collects and manages several datasets including the Traumatic Injury Fatalities dataset, the National dataset for Compensation-based Statistics, the National Return to Work Survey and the Comparative Performance Monitoring Dataset. People in these roles will undertake a variety of data management, compilation and analysis activities for one or more of our data collections which may include:
 - Data entry, compilation and cleaning data from multiple sources including media, jurisdictional data, and other datasets, such as data from Australian Bureau of Statistics or the National Coronial Information System.
 - Extracting and analysing data to develop papers, reports, Power BI visualisations and briefings to support policy priorities and respond to queries.
 - Liaising with key stakeholders to source data and resolve any issues.
 - Identifying opportunities for improving the data held by the Agency.
 - Undertaking procurement activities and/or managing contracts for data projects.

Communication and working collaboratively with a variety of stakeholders is vital to ensuring that we influence the safety of workers in Australia. We also have a strong focus on change. We are currently implementing a Data Improvement Project to improve our data management and communication. We are looking to continuously improve our data and outputs and are looking for people who actively seek opportunities for improvement and are comfortable delivering projects in a changing environment.

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 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.

Our Section

Positions are available in the Data Improvement and Data Analysis Sections. Both sections build and maintain a national evidence base on work health and safety (WHS) and workers' compensation and publish a suite of communication products to increase awareness of the impacts of work-related injuries and fatalities.

The Data Improvement Section:

- oversees the Data Improvement Project and leads the development of the interactive data website, the Office of the National Data Commissioner's Data Inventories Pilot, and the development of the Agency's Data Strategy.
- compiles, cleans and analyses data from the media, jurisdictions and the National Coronial Information System to create and maintain the Traumatic Injury Fatalities Dataset which collects information on workers who were fatally injured at work.
- oversees and analyses data from the National Return to Work Survey. This survey is currently being redesigned with a pilot of the worker and employer cohorts to be conducted in 2023 with a survey provider.
- compiles, analyses and reports on jurisdictional data from the Comparative Performance Monitoring database and the prosecutions repository.

The Data Analysis Section:

- compiles, cleans and analyses data from the National Dataset for Compensation-based Statistics on workers compensation claims

- publishes statistics on work-related injury and disease,
- undertakes data analysis across a range of internal and external data to inform the evidence base on risks to work health and safety, and
- coordinates Safe Work Australia's research program.

Education and experience

People from a range of educational disciplines and work backgrounds would be able to succeed in these roles. To be competitive you will need at least a foundational to intermediate level of data literacy. This includes using numeracy and basic statistics such as frequency and averages, visualising data effectively and producing evidence for decision making.

Effectively consuming and communicating data or data outputs and ensuring the appropriate use of data will be core to all roles.

Related tertiary qualifications (e.g. data management, mathematical sciences, statistics) 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.

The successful applicant must be able to obtain and maintain a minimum of a Baseline 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 750 words, 2 pages telling us how your skills, knowledge, experience, and qualifications make you the best person for the job
- **Please indicate in your application which level/s you are applying for.**

To recruitment@swa.gov.au, by **11.30pm (AEST), 30 October 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 or by phoning 02 6240 5064.