

Safe Work Australia Application Kit

Safe Work Australia 2024 Graduate Program

(VN-0719783)

POSITION DETAILS

Classification:	APS Level 3
Position Number:	Multiple
Salary:	\$70,257 per annum (plus 15.4% superannuation)
Employment type:	Ongoing, Full-time (37.5 hours per week)
Section:	Various
Branch:	Various
Location:	Canberra, ACT
Contact Officer	graduates@swa.gov.au
Closing Date	11.30pm (AEST) Monday, 8 May 2023 Extensions may be granted in exceptional circumstances only.



The opportunity

Safe Work Australia (SWA) welcomes graduates from multiple disciplines who are motivated to contribute to healthy and safe Australian workplaces. You will join an Agency that is:

- committed, collaborative, and
- dedicated to supporting the shaping of your career, build extensive capabilities and enabling you to produce meaningful work throughout the Graduate Program (the Program).

Throughout the Program, you will be exposed to a variety of national policy and strategies and will be provided with the opportunity to directly contribute to these through research, analysis, and reporting. The work that Graduates produce is greatly significant to the Agency and is utilised to support the considerations and decision-making of SWA's senior executive.

Rotations

Graduates will complete 3 rotations within the 12-month program. First rotations are placed by SWA based on business requirements and relevant skills and experience of the Graduate, you are able to submit your preference for your second and third rotations.

Development

Graduates will participate in the Australian Public Service Commission Graduate Development Program and will gain hands-on, practical experience. SWA also provides three individual mentoring sessions with our senior executives to our Graduates. You will also have an allowance of up to \$1,500 per calendar year to assist with further training of your choosing (relevant to your career).

Support

Successful Graduates will have access to relocation assistance of up to \$10,000. Additionally, Graduates will receive ongoing support from your manager, a dedicated Graduate Coordinator and will be paired with a Graduate buddy from a previous cohort.

Program completion

Upon successful completion of the Program, Graduates will progress to the APS Level 4 within the Agency. Further broadbanning opportunities to higher classifications may be available in the future which could have you earning up to approximately \$84,405 per year.

Our Agency

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](#).

Requirements and eligibility

Successful applicants outside of Canberra, will be required to relocate by early January 2024 to commence the Program.

To be eligible for the program you must:

- have completed an **undergraduate or postgraduate degree** (or equivalent from a recognised tertiary institution) within the **last 5 years** (or will have completed this by December 2023) with a **credit average**. You will be required to submit an academic transcript during the application process.
- be an Australian citizen
- return a clear National Police Check (coordinated by SWA)
- be able to obtain and maintain a minimum Baseline level security clearance (further information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

There is the option to commence employment earlier than the anticipated program start date by request.

How to apply

To apply for this role, you will need to send the following documents to graduates@swa.gov.au by **11:30pm (AEST) Monday, 8 May 2023**:

- a one-page pitch telling us why you want to be a part of the Program and how your education, skills, interests and/or experience could be applied at SWA.
- a resume outlining your work history and qualifications (maximum 3 pages) and
- an academic transcript (official or non-official transcripts will be accepted at the time of application, however official transcripts will need to be provided prior to commencement on the Program).

When submitting your application, please include the following in the subject line of your email:

2024 SWA Graduate Program application

Please review our [website](#) for further guidance on how to complete the application as well as relevant information on the selection process.

If you have any queries, please send them to graduates@swa.gov.au.