



Thank you for considering the advertised vacancy for:

ASSISTANT MANAGER INTERNATIONAL - Reference No: 2024/12

SECTION 1 – POSITION DETAILS

Role:	Assistant Manager International
Classification:	Executive Level 1
Employment type	Non-ongoing with possibility of becoming ongoing
Salary:	\$115,755 to \$127,775 +15.4% superannuation p/a
Branch:	Operations
Section:	International
Location:	Canberra
Security Level:	Baseline
Contact Officer:	Krystal Scott on (02) 6122 1611 or 0429 680 439
Closing Date:	5 December 2024

SECTION 2 – OVERVIEW OF THE ROLE

Agency overview

The Australian Transport Safety Bureau (ATSB) is an independent statutory agency of the Australian Government. The ATSB is governed by a Commission and is entirely separate from transport regulators, policy makers and service providers.

The ATSB's function is to improve transport safety in aviation, rail and interstate and overseas shipping. The ATSB does this through:

- the independent investigation of transport accidents and other safety occurrences
- safety data recording, analysis and research
- building capability, education and promotion.

The ATSB is established by the *Transport Safety Investigation Act 2003* (TSI Act) and conducts its investigations in accordance with the provisions of the Act. Under the TSI Act, it is not a function of the ATSB to apportion blame or provide a means for determining liability. The ATSB does not investigate for the purpose of taking administrative, regulatory or criminal action.

The Bureau's Commission is constituted by a full-time Commissioner and three part-time Commissioners. The ATSB's staff (approximately 100) includes about 60 aviation, marine and rail safety investigators. While the majority of staff are based in Canberra, we also have regional offices located in Brisbane, Melbourne and Perth.

ATSB staff are also employed in functional areas covering: Safety and Confidential Reporting, Finance, Human Resources, Communications, Legal and Governance, International Engagement, and Information and Communication Technologies (ICT).

The ATSB recognises that our people are our greatest strength – as part of our commitment to create a flexible, diverse and inclusive workplace, we invite and encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people of all ages, people who identify as LGBTI+, and people with diverse linguistic and cultural backgrounds.

We offer a positive workplace culture and excellent employment benefits and conditions. This includes attractive salaries and employer superannuation, generous leave, salary packaging and a closedown period over the Christmas holiday, as well as a range of other benefits.

For further information about the ATSB refer to our website www.atsb.gov.au

Overview of the role

As the Assistant Manager of International, you will be part of a small team responsible for facilitating the ATSB's engagement with its international counterpart agencies and relevant multilateral organisations. In line with Australian Government policy, the ATSB places specific emphasis on engagement with countries in the Asia Pacific region. The ATSB participates in investigation transport safety capability building programs with Indonesia, Papua New Guinea and the Pacific to mutual benefit. This role will primarily be working with the Manager International in the negotiation of the funding arrangements with Department of Foreign Affairs and Trade (DFAT), developing the annual programs of work and ensuring delivery of the ATSB's work in the Pacific.

In addition to the facilitation of the capability development programs in Indonesia and Papua New Guinea and the Pacific, the Assistant Manager will also help to facilitate our engagement with the International Civil Aviation Organization (ICAO), the International Maritime Organization (IMO) and professional associations of transport safety investigators overseas.

To be successful, the applicant does not need to be a technical expert in transport safety investigation. The successful applicant will be able to marshal subject matter expertise at a high level in order to be able to develop and facilitate programs of work with the technical experts. Most importantly, the successful applicant will have strong stakeholder engagement skills, experience managing projects and a demonstrated ability to work cooperatively with officials from other countries and international organisations.

Some international travel may be required to assist in the delivery of the capability development programs to Pacific countries.

Responsibilities include:

- Assisting in the development and management of the ATSB's international capability development programs which includes annual workplans, financial acquittals and reporting.
- Liaising with Australian Government agencies, including the Department of Foreign Affairs and Trade (and High Commissions); Department of Infrastructure, Transport, Regional Development, Communication and the Arts; Civil Aviation Safety Authority; Australian Maritime Safety Authority and Airservices Australia.

- Assisting in the development of capability development programs specific to countries including contributing to needs analysis to build the capability of countries to meet ICAO Annex 13 and IMO obligations related to transport safety investigations.
- Stakeholder engagement and relationship management with equivalent Accident Investigation Authorities in other countries.
- Assisting in managing Australia's ICAO Annex 13 obligations.
- Provide (as needed) some international travel-related functions including the preparation of approvals and sending of cables.
- Assisting in the preparation of corporate governance reporting, including performance reports and annual report as it relates to the ATSB's international programs.
- Representing the ATSB international functions at both internal and external forums.
- Assisting in managing the International inbox and providing accurate and timely responses to enquiries.

SECTION 3 – THE SELECTION PROCESS

A Selection Committee (usually consisting of a Chair and at least one other panel member) is formed to conduct the assessment and selection process. The process can take up to 12 weeks to complete.

All members of the Selection Committee assess all applications received (by the closing date) and will agree on a selection of candidates (short-list) to progress to the next stage of assessment. Shortlisted candidates may be required to complete a work sample assessment. A selection of candidates of the most competitive applicants will progress to an interview.

Reference checks are performed on those candidates who are deemed to be in strong contention for the role, as a result of the selection process. Included in the referee checks may be an appraisal of your personal integrity for the purposes of a baseline security check.

A verbal offer will be made to preferred candidate, followed by a written offer of employment.

Other candidates considered suitable for the role may be placed on a merit list and may be approached should another similar vacancy become available. Merit lists are available for a period of 12 months from the date the vacancy was advertised on APSjobs website.

Candidates not shortlisted or progressing through the selection process will be notified via email.

SECTION 4 - SUBMITTING YOUR APPLICATION

Applicants are required to provide a two-page 'pitch' (a summary of no more than 1500 words) outlining your skills, knowledge and experience to undertake the role of Assistant Manager International, and why you should be considered for this position. You should take into consideration Section 2 – Overview of the role (including any detailed position specific requirements) when drafting your response. Where possible include specific relevant examples of your work.

When you include examples, you should:

- set the context by describing the circumstance where you used the skills or qualities and gained the experiences
- detail what your role was
- describe what you did and how you did it
- describe what you achieved - what was the end result and how does it relate to the job you are applying for?

To use as a guide when developing your statement, an explanation of the difference in capability required at the APS levels can be found at the following link: [Work level standards: APS Level and Executive Level classifications | Australian Public Service Commission \(apsc.gov.au\)](https://www.apsc.gov.au/work-level-standards-aps-level-and-executive-level-classifications).

The ATSB does not have an online recruitment system, therefore you will need to email your application to recruitment@atsb.gov.au before the closing date/time. When emailing your application you will need to include:

1. a statement of claims (your pitch) outlining how your skills and experience will help you to undertake the role of Assistant Manager International and why you would like to work for the ATSB (no more than 1500 words)
2. a completed ATSB Applicant Coversheet
3. your current Curriculum Vitae or Resume.

Should you require further assistance in terms of submitting your application, please send an email to recruitment@atsb.gov.au.

SECTION 5 – GENERAL INFORMATION

Eligibility

Please note, under section 22(8) of the *Public Service Act 1999*, employees **must be Australian citizens** to be employed (on a temporary or permanent basis) in the APS, unless the Agency Head has agreed, in writing.

Security requirements

If successful, a police/character check will be undertaken to ensure you are a fit person to be employed in the Australian Public Service prior to your commencement date. It is also a condition of your employment that you apply for, hold and maintain a baseline security clearance. Your letter of offer will contain security forms that are required to be completed and returned before you commence work.

Medical examinations

As a condition of your engagement/employment, you are required to attend and be considered medically fit to undertake the role. Successful candidates will be advised of an appointment date to complete an APS medical examination, prior to or immediately upon commencement. If you do not attend the medical appointment or are assessed as medically unsuitable to undertake the role your employment may be terminated.

Workplace diversity

The ATSB aims to ensure that fair, equitable and non-discriminatory consideration is given to applicants. If you need assistance at an interview in regard to access, an interpreter or another service, please discuss this with the contact officer prior to the interview.

Hearing or speech-impaired applicants may wish to use the relay services of the Australian Communication Exchange at: www.aceinfo.net.au

Vaccinations

The ATSB does everything in its power to keep its workforce safe. The ATSB encourages **all** employees to be vaccinated for COVID-19. It is a general expectation that that you are willing to disclose your vaccination status for COVID-19, if employed. The ATSB requires COVID-19 vaccination status to assess workplace risks and manage or put in place safety actions or measures to support all employees. Information provided will be handled in accordance with the *Privacy Act 1988*.

General employment conditions

The ATSB's salaries and employment conditions for non-SES employees are set under an ATSB's Enterprise Agreement 2024-27. This document can be accessed via the ATSB webpage.