



We appreciate your interest in working at the Australian Transport Safety Bureau.

IT, Property & Security Administration Officer – Reference No: 2024/13

The details pertaining to the advertised role are presented through the following sections, including how to submit your application.

SECTION 1 – POSITION DETAILS

Title:	IT, Property and Security Administrative Officer
Classification:	APS Level 5
Employment type:	Ongoing (permanent)
Salary	\$83,308 - 89,954 pa (plus 15.4% superannuation)
Division:	Corporate
Section:	IT, Property and Security
Location:	Canberra
Security Level:	Baseline
Contact:	Adam Heywood, Chief Information Officer Adam.Heywood@atsb.gov.au or (02) 6122 1777
Closing Date:	Wednesday, 8 January 2025 11:59pm AEDT

Agency Overview

The Australian Transport Safety Bureau (ATSB) improves safety and public confidence in marine, rail and aviation transport through:

- independent 'no blame' investigation of transport accidents and safety occurrences.
- safety data recording, analysis and research; and
- influencing Safety action through fostering safety awareness.

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.

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

SECTION 2 - ABOUT THE ROLE

The IT, Property and Security team is a small team responsible for the provision of a wide range of services that underpin the agency's Corporate and Operational capabilities. These services include but are not limited to ICT Infrastructure, Cloud, Network services, End User Computing, Cyber and Physical Security and Property services. As a member of this team, you will be exposed to a wide variety of administrative duties, projects, initiatives and technologies.

As the IT, Property and Security Administrative Officer, you will be responsible for providing administrative support across the wide range of services provide by the team.

Responsibilities Include

- Providing administration support for ATSB Business Systems.
- Managing assets, includes IT equipment, phones, headphones, stocktake, disposals.
- Undertaking software procurement and license management.
- Assist the management of ATSB's fleet, includes procurement activities, coordination and maintenance of ATSB fleet vehicles.
- Managing ATSBs telecommunications, includes ATSB contract management, mobile phone maintenance, replacement and procurement, Help Desk, Web SMS, and Telstra Account.
- Monitor and respond to all queries in the ICT and Business services shared mailboxes.
- Maintain accurate information on ICT & Business Services Intranet site.
- Assisting other procurement activities for IT, Property Security, and Business as Usual (BaU) functions.
- Undertake mail services for the ATSB.
- Assist other team members with administration tasks and other initiatives, as required.

What you'll need to succeed in this role

As a member of a small team with a very wide remit, it is necessary to reduce single points of failure and to provide supporting roles and redundancy, particularly across many administrative functions across the business units.

In this role you will be required to assist other team members with tasks or on occasion provide additional support due to planned and unplanned leave, including:

- Assist with project related procurement, as required
- Assist with electronic and physical records management activities
- Assist with property management.

SECTION 3 – THE SELECTION PROCESS

A Selection Committee Panel (usually consisting of a Chair and at least one other panel member) is formed to conduct the assessment and selection process. The process usually takes between 6-8 weeks.

You may be required to undertake practical work-based assessments and an interview. Reference checks will only be conducted with those candidates deemed to be in strong contention for the role after interview. Included in the referee checks will be an appraisal of your personal integrity for the purposes of a baseline security check.

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 the APSjobs website.

Candidates not shortlisted or progressing through the selection process will be notified via email. Unsuccessful candidates who were interviewed will be contacted by a member of the Committee and feedback can be provided on request.

SECTION 4 - SUBMITTING YOUR APPLICATION

Applicants are required to provide a statement (maximum 2 pages) addressing the criteria in section 3, please include why you should be considered for this position. You should take into consideration – Overview of the team (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).

The APS work level standards accommodate the diversity of roles across the APS and are structured to clearly differentiate between the work expected (i.e. responsibilities and duties) at each classification level.

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

1. your statement of claims (pitch) addressing the key responsibilities of the position and why you would like to work for the ATSB (1200 words, two pages maximum)
2. a completed ATSB Applicant Coversheet
3. your current Curriculum Vitae or Resume.

If you require further assistance to submit your application, please contact Human Resources on recruitment@atsb.gov.au.

SECTION 5 – GENERAL INFORMATION

Eligibility

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.

Medical examinations

As a condition of your employment you will be required to attend a medical examination to assess your fitness for employment as an Australian Public Servant. You will be advised of your appointment date following your commencement.

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

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. It is also a condition of your employment that you obtain and maintain a baseline security clearance. Successful applicants will be sent a letter of offer containing security forms that are required to be completed and returned before you commence work.

Vaccinations

The ATSB does everything in its power to keep its workforce safe. It is a general expectation that you are willing to disclose your vaccination status for COVID-19, when requested. To be clear the ATSB encourages COVID-19 vaccinations, at this time we have not mandated COVID-19 vaccinations. The main reason ATSB would ask for COVID-19 vaccination status is to help us manage or put in place safety actions or measures to support the individual circumstances of our employees and to help us manage business outcomes.

General employment conditions

The ATSB's salaries and employment conditions for non-SES employees are set under an ATSB's Enterprise Agreement 2024-27. These documents are accessible through the ATSB webpage.