



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

Project Manager and Procurement Lead - Reference No: 2024/14

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

SECTION 1 – POSITION DETAILS

<u>Title:</u>	Project Manager and Procurement Lead
<u>Classification:</u>	APS Level 6
<u>Employment type:</u>	Ongoing (permanent)
<u>Salary</u>	\$92,076 – 105,089 pa (plus 15.4% superannuation)
<u>Division:</u>	Corporate
<u>Section:</u>	IT, Property and Security
<u>Location:</u>	Canberra
<u>Security Level:</u>	Baseline
<u>Contact:</u>	Adam Heywood, Chief Information Officer Adam.Heywood@atsb.gov.au on (02) 6122 1777
<u>Closing Date:</u>	Wednesday, 8 January 2025 11:59 pm AEDT

SECTION 2 – OUR ORGANISATION

The 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 3 – ABOUT THE ROLE

Overview of the team

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 duties, projects, initiatives and technologies.



As the Project Manager and Procurement Lead, you will have a strong customer service focus and be responsible for performing these roles across a range of functions duties across the areas of responsibility. You should have excellent organisational skills, able to focus on multiple projects at once, enjoy working in a small agency and a diverse team environment.

Responsibilities include:

- Managing multiple projects and initiatives for the IT, Property and Security team, includes scope, schedules, budgets, outcomes and reporting.
- Lead the effective operation of a Project Management Office.
- Manage end-to-end procurement processes, from business needs analysis to identifying, selecting and implementing the preferred supplier.
- Ensure compliance with PGPA procurement policies and guidelines.
- Security services for ATSB personnel including, security clearances, Office Pass Access, staff on boarding, and on-call after hours site security.
- Ensure ATSB security policies and practices align with legislative and regulatory requirements.
- Assist other team members with administration tasks and other initiatives, as required.

What you'll need to succeed in this role

Our ideal candidate will demonstrate:

- a knowledge of procurement, frameworks, policy, and inter-related dependencies to enable successful implementation of projects, initiatives, operational requirements, and to provide objective advice to senior management and stakeholders.
- the ability to adapt effective communications, tailored to the various audiences is of high value, as a small agency you will be required to engage with all levels of staff through to the Executive.
- an ability to troubleshoot, identify and resolve problems of a complex nature. Analysis of these complex problems will require the ability to think laterally and to consider system and operational interdependencies and impacts, and to present clear pathways to satisfactory outcomes based on evidence.
- a desire for self-identifying opportunities for agency and capability improvement and to work effectively with other subject matter experts for delivery. A commitment to working collaboratively with supervisor to validate success criteria and to ensure quality in delivery.



- project management experience and a desire to manage effective outcomes, often with competing priorities and changing stakeholder groups on a diverse series of projects spanning IT, Property, Physical and Cyber security.
- they are able to clearly communicate goals and objectives to others and to effectively communicate the reasons for decisions and recommendations.
- they can build and sustain positive relationships with team members, stakeholders, clients and contractors for the positive benefit of the agency goals and service delivery expectations.
- they invest in their own development, meeting high standard of performance and quality, and investing in the development of junior personnel.
- personal responsibility and accountability for achieving goals and outcomes.

SECTION 4 – THE SELECTION PROCESS

A Selection Committee Panel (usually consisting of a Chair and two other panel members) 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.

Once the panel has agreed on the candidate(s), a report which provides an overview of the selection process, each candidates' assessment and the recommendation is provided to the relevant delegate for approval. Human Resources will then conduct a quality check to ensure that a merit process has been undertaken.

A verbal offer will then be made to the selected candidate(s), followed by a written offer. Other suitable candidates (in terms of an order of merit) may be placed on a merit list which will remain open for 12 months from the date the vacancy was first advertised.

Candidates not selected will be notified accordingly (via email).

SECTION 5 - 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. 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, therefore you will need to email your application to recruitment@atsb.gov.au before the closing date and time. When emailing 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 6 – 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.



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. This document is available on the ATSB webpage.