



We appreciate your interest in working for the Australian Transport Safety Bureau:

SENIOR RESEARCHER – Reference No: 2025/1

Details on how to apply for this role are presented through the following sections.

SECTION 1 – POSITION DETAILS

<u>Role:</u>	Research/Senior Researcher*
<u>Classification:</u>	APS 6 or Executive Level 1*
<u>Employment Type</u>	Ongoing (permanent)/Non-ongoing (temporary)
<u>Base Salary:</u>	\$92,076 - \$127,775 pa (plus 15/4% superannuation)
<u>Division:</u>	Operations
<u>Location:</u>	Canberra or Brisbane
<u>Security Level:</u>	Baseline
<u>Contact:</u>	Terry O’Bree on 02 6122 1671
<u>Closing Date:</u>	Monday 27 January 2025, 11.59 pm AEDT

*Level will depend on knowledge and experience of the successful candidate.

SECTION 2 – OUR ORGANISATION

Here at the Australian Transport Safety Bureau (ATSB) our vision is ‘Transport without accidents’. Our mission is to improve transport safety for the greatest public benefit through our independent investigations and influencing safety action.

The ATSB improves safety and public confidence in aviation, marine and rail transport through:

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

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 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 ATSB recognises that 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 closedown over the Christmas holiday period, as well as a range of other benefits.

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

SECTION 3 – ABOUT THE ROLE

As a research/senior researcher you will be required to undertake detailed analysis and propose solutions to complex safety investigations and produce safety studies/statistical analysis reports; and build and maintain effective internal and external cooperation and partnerships.

As a research/senior researcher you will work in accordance with the *Transport Safety Investigation Act 2003*, its subordinate legislation, and ATSB policies and procedures.

Our Ideal Person

Our ideal person will demonstrate:

Researcher criteria

- highly developed research skills and the ability to extract, manipulate, analyse and interpret data with impartiality and without bias
- industry knowledge or a high-level of interest in transport safety (aviation, marine or rail)
- an ability to contribute to ATSB data quality processes
- an ability to independently write accurate, concise and complex research/analysis reports taking into account prescribed legislation (*Transport Safety Investigation Act and Regulations 2003*)
- have communication and stakeholder management skills capable of presenting research/analysis findings and professionally represent the ATSB to a variety of internal and external stakeholders including at conferences/stakeholder meetings
- project management skills to scope and achieve defined outcomes, within agreed resources and timeframes
- an ability to motivate self and work collaboratively, recognising and respecting the work preferences and different views of others

- an understanding of, or an ability to acquire and apply a knowledge of, relevant legislation and supporting regulations
- an ability to apply and promote effective health and wellbeing practices, and work in accordance with WHS legislation and the agency's policies and procedures
- a desire and ongoing commitment for continued learning and the ability to learn through feedback
- an ability to model and promote the Australian Public Service (APS) values and ATSB principles.

Senior Researcher additional criteria

Senior researcher candidates will be required to demonstrate the skills/capabilities of a researcher along with those listed below:

- an ability to mentor other team members on research/statistical analysis methodologies, and wider collaborative leadership skills, working in small teams with other technical specialists to achieve outcomes
- an ability to review research reports with the ability to provide appropriate and detailed feedback.

SECTION 4 – THE SELECTION PROCESS

A Selection Committee (usually consisting of a Chair and at least two other panel members) is formed to conduct the assessment and selection process. The process can take between 8 to 16 weeks to complete.

All members of the Selection Committee assess all applications received, by the closing date. The Committee will agree on a selection of candidates, a short-list, to progress to the next stage of assessment. Shortlisted candidates may be required to complete several assessments, including an online psychometric evaluation that measures reasoning, through verbal, numerical and abstract reasoning sub-tests. A selection of candidates will then be contacted for various work sample test and the most competitive applicants will progress to a behavioural 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 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 5 - 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 Transport Safety Investigator, and why you want to be considered for this position. You should take into consideration Section 3 – 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).

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 Transport Safety Investigator and why you would like to work for the ATSB (no more than 1500 words)
2. a completed **ATSB Applicant Coversheet**, available from the ATSB website
3. your current **Curriculum Vitae or Resume**.

Should you require further assistance in terms of submitting your application, please contact our Human Resources team on 02 6122 1673.

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.

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 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 you are being employed to undertake. Successful candidates will be advised of

appointment date(s) 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 regards 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 ATSB's Enterprise Agreement 2024-27, also accessible through the ATSB webpage.