



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

SAFETY REPORTING OFFICERS - Reference No: 2025/02

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

SECTION 1 – POSITION DETAILS

<u>Role:</u>	Safety Reporting Officer
<u>Classification:</u>	APS Level 4, APS Level 5
<u>Employment type:</u>	Non-ongoing (temporary) or Ongoing (permanent)
<u>Positions:</u>	Several
<u>Base salary</u>	\$74,623 - \$89,954* pa (plus 15.4% superannuation)
<u>Division:</u>	Operations
<u>Location:</u>	Canberra, Brisbane
<u>Security Level:</u>	Baseline
<u>Contact:</u>	Kira Smith on (02) 6122 1694
<u>Closing Date:</u>	11:59 pm Sunday 2 March 2025

**The starting salary rate may be negotiated (within the salary range advertised) based on the skills and experience of the successful applicant.*

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

Our Safety Reporting team is a highly regarded group of professionals dedicated to maintaining ATSB's mandatory occurrence reporting process for aviation, marine and rail in accordance with the *Transport Safety Investigation Act 2003*. While the majority of occurrence notifications relate to aviation, the ATSB is committed to improving the incident and accident reporting arrangements with both the rail and marine industries.

Safety Reporting Officers require intermediate to advanced information technology skills and experience and a keen interest in or knowledge of aviation, marine or rail industries to process these notifications. While not all reported occurrences are investigated, the details of each occurrence are retained within our database. These records must be accurate as they form Australia's official aviation occurrence database, are a valuable resource for future investigations, and are available to the public. It is preferred the successful applicant has a good knowledge of or strong interest in the **aviation, marine or rail** industries.

Responsibilities:

- Responding to notifications of occurrences and maintaining accurate records in the ATSB's occurrence database(s).
- Undertaking follow-up activities obtain or clarify information with operators and industry stakeholders via telephone and email.

Responsibilities (cont'd):

- Processing of transport safety occurrence reports (in accordance with mandatory incident and accident reporting requirements*) includes applying a classification, occurrence categories and safety factors.
- Undertaking quality assurance activities to maintain a high standard of occurrence records.
- Preparing occurrence briefs for publication on ATSB's website.
- Managing the ATSB's accident and immediately reportable incident hotline during business hours on a rostered basis.
- Liaising with Australian and overseas industry stakeholders, the general public, and supporting internal investigative staff as required.

* Interested applicants should become familiar with the [Transport Safety Investigation Act 2003](#) and supporting [Regulations](#) (particularly in relation to mandatory reporting requirements).

SECTION 3 – THE SELECTION PROCESS

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

For this role, shortlisted applicants are asked to undertake practical work-based assessments and a behavioural 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 may be an appraisal of your personal integrity for the purposes of a baseline security check.

Once the panel has agreed on the preferred 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 preferred 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 on APSjobs.

Candidates not offered employment will be notified accordingly (via email).

SECTION 4 - SUBMITTING YOUR APPLICATION

Applicants are required to provide a two-page summary (no more than 1200 words) outlining your skills, knowledge, and experience 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 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/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 email 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.

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 regarding 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.