

Safe Work Australia Application Kit

Branch Manager, Legal and Framework Policy

(VN-0758262)

POSITION DETAILS

Classification:	Branch Manager, Senior Executive Officer Band 1
Position Number:	12528
Salary:	A Total Remuneration Package (TRP) reflecting the importance of the position will be negotiated with the successful candidate.
Employment type:	Ongoing, full time (37.5 hours)
Section:	n/a
Branch:	Legal and Framework Policy
Group:	Policy and Consultation Group
Location:	Canberra, ACT
Working Arrangements:	Flexible
Contact Officer:	Tricia Searson or Karina Duffey at Executive Intelligence Group 02 6232 2200 admin@execintell.com.au
Closing Date:	11.30pm (AEST) Sunday 25 May 2025 Extensions may be granted in exceptional circumstances only.

Your Role

As a key member of Safe Work Australia's executive team, the Branch Manager, Legal and Framework Policy provides strategic direction and leadership across a number of Safe Work Australia's Work Health and Safety (WHS) policy areas as well as the Agency's in-house legal function.

You will drive the implementation of Safe Work Australia's priorities, identifying and analysing new and emerging policy issues, and leading Safe Work Australia's policy direction across a number of areas from managing the risks of psychosocial hazards through to the regulation of modern work arrangements. A new best practice review of the model WHS laws in the context of seeking to strengthen and maintain harmonisation will be among your top priorities. This is an exciting opportunity to help set the policy direction for WHS over the next decade.

As a Senior Executive Officer you will be actively involved in executive decision-making and will exemplify the behavioural expectations set by the APS Values and the Secretaries Charter of Leadership Behaviours (DRIVE) and work collaboratively with the Chief Executive Officer (CEO) and other members of the Executive to provide strength in strategic leadership, driving a culture of high performance.

Your role will be focussed on ensuring that teams have the capability to support Safe Work Australia Members by being strategic, influential and providing high-quality advice and direction.

You will regularly represent the Agency at various high profile external forums and have day to day responsibility for maintaining productive relationships with Safe Work Australia Members including Commonwealth, state and territory senior officials as well union and employer representative.

Key responsibilities and accountabilities

- Contributing to the broader leadership and policy development of the Agency.
- Delivering on the Agency's agreed workplan in consultation with Safe Work Australia Members and WHS ministers, including the best practice review of the model WHS laws.
- Strengthening and reinforcing positive relationships with stakeholders including other Commonwealth and State government agencies, Safe Work Australia Members, industry groups, unions, and others with a role in or a capacity to influence WHS outcomes as required to explore opportunities and solve complex problems.
- Exercising excellent judgement and providing strategic leadership within the Agency and the broader APS, characterised by a high level of accountability for outcomes and a commitment to working in a professional manner with all stakeholders.
- Enabling and motivating staff by creating a shared vision and sense of the Agency's purpose, inspiring and driving positive change and empowering staff to engage with risk.
- Ensuring the provision of strategic legal and policy analysis on the operation of the model WHS laws.

- Modelling an inclusive and consultative approach and taking action to help ensure Safe Work Australia maintains a safe and healthy workplace for its workers.
- Modelling professional integrity and ethics.

Our Agency

The Agency is a leading national policy body for WHS and workers' compensation. We represent the interests of the Commonwealth, states and territories, as well as workers and employers. We are a small Agency of around 100 people yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness. As a national policy body, we do not regulate WHS laws or administer workers' compensation arrangements which is a matter for the Commonwealth, states and territories.

We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities.

We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply.

Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths.

Find out more about [who we are and what we do](#).

About the branch

The Legal and Framework Policy Branch is responsible for:

- the development and oversight of national policy relating to the model WHS Act
- leading national WHS policy on psychosocial risks including harmful behaviours such as sexual harassment, workplace bullying and violence
- the development of proposals and initiatives to improve workers' compensation arrangements, and to promote national consistency in such arrangements, and
- providing legal advice in relation to:
 - WHS and workers' compensation and co-ordinating the development of legislative and regulatory reform for Safe Work Australia, and
 - a range of corporate matters across the Agency.

Education and experience

A tertiary qualification in a relevant field is highly desirable e.g. law, public policy, work health and safety.

Eligibility

To be eligible for employment with SWA, you must be an Australian citizen and you will be required to successfully undergo a police record check.

The successful applicant must be able to obtain and maintain a minimum of a Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

There are also restrictions on the employment of people who have received a redundancy benefit from an APS agency or the Australian Parliamentary Service and who is still within their 'redundancy benefit period' or restriction period. These arrangements do not apply to persons who have received a redundancy benefit from a non-APS Commonwealth employer, from a State/Territory Government employer, or from the private sector. There are no restrictions on such persons competing on merit for APS employment.

Tenure

The successful candidate will be offered ongoing employment under the *Public Service Act 1999*.

Merit List or Pool

Applicants suitable for the role but not offered the position for the current vacancy, may be placed in a merit list or pool. If the applicant agrees, the results may be shared with other Australian Public Service (APS) agencies for filling similar roles. Applicants may be offered a future role, without the need to reapply. A merit list or pool may be used for up to 18 months.

For more information about Merit Lists or Merit Pools please go to APSC's website - [The APS Merit Principle](#)

RecruitAbility

RecruitAbility applies to this vacancy. You will be invited to participate in further assessment activity for the vacancy if you choose to apply under the RecruitAbility scheme; declare you have a disability; and meet the minimum requirements for the job.

For more information see: www.apsc.gov.au/priorities/disability/recruitability.

Reasonable adjustments

Executive Intelligence Group is committed to all prospective applicants and can provide reasonable adjustments during the application and/or the interview process. If you require **Executive Intelligence Group** to provide reasonable adjustments, please contact our Project Managers: Catherine Jennings or Renee Brassington on 02 6232 2200 for a confidential discussion.

Preparing your application

Your application should include a CV and a statement of claims (a short 'pitch' of approximately 750 words) drawing out why you are interested in the role, what you offer the agency, your skill set, relevant career history and achievements, and your leadership attributes. In preparing your application, we suggest you take account of the following:

- SES Performance Leadership Framework. This sets the expectations for all SES employees.
- Secretaries Charter of Leadership Behaviours. This sets out the behaviours Secretaries expect of themselves, the SES and across all levels of the APS. The Charter focuses on behaviours that support modern systems of leadership within the construct of the APS Values and Code of Conduct.
- Integrated Leadership System upon which the above behaviours are built.

For more information, please visit the Australian Public Service Commission's page on Senior Executive Service (SES) recruitment.

In addition to submitting your CV and a statement of claims (or 'pitch') you will be required to fill in some additional fields in our online application form. These include areas such as Key areas of expertise, Major Achievements, Staff Management and Budget Management.

How to apply

All applications for this process must be submitted via the **Executive Intelligence Group** vacancies page: <http://www.executiveintelligencegroup.com.au/vacancies/>. Applications close **11.30pm (AEST) Sunday 25 May 2025**.

Executive Intelligence Group, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

How to apply online:

1. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);
2. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
3. Read the information about applying and press 'Start';
4. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
5. From here you will be guided through an online application form;
6. At the end of the form you will be prompted to upload your CV and selection criteria/pitch. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your documents in PDF format, we are also able to accept documents in Word format.
7. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
8. Submit your application; and
9. You will receive an automatic confirmation email once you have submitted your application.

Important things to note:

- When you apply for the first time, please create an account and make a note of your username and password;

- Please have your CV and statement of claims/pitch ready to upload in a single document. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once it is submitted you will not be able to make any changes;
- In the event that you do not receive an automated email confirming your application has been submitted it is very important that you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and
- If at any time, you wish to withdraw from this process you will need to send an email to admin@execintell.com.au to let us know. You are unable to withdraw your application directly from the website.

We can be contacted on 02 6232 2200 or admin@execintell.com.au.