

Safe Work Australia Application Kit

Chief Operating Officer

(VN-0765130)

POSITION DETAILS

Classification:	Branch Manager, Senior Executive Officer Band 1
Position Number:	66893
Salary:	A competitive remuneration package will be negotiated with the successful candidate plus 15.4% superannuation
Employment type:	Ongoing/non-ongoing, full time (37.5 hours)
Section:	n/a
Branch:	Corporate Branch
Group:	n/a
Location:	Canberra, ACT
Working Arrangements:	Flexible, Hybrid
Contact Officer:	Tricia Searson or Karina Duffey at Executive Intelligence Group 02 6232 2200 admin@execintell.com.au
Closing Date:	11.30pm (AEDT) Thursday, 4 December 2025 Extensions may be granted in exceptional circumstances only.

Your Role

We are seeking an experienced and motivated senior executive to lead our Corporate Branch and contribute to the strategic direction of Safe Work Australia (SWA). Reporting directly to the Chief Executive Officer, the Chief Operating Officer is a key member of Safe Work Australia's Executive Leadership team.

You will lead a high-performing, multidisciplinary branch with four EL2 direct reports responsible for delivering a broad range of corporate functions. You will provide the Chief Executive Officer with high-level strategic, operational and technical advice and drive the delivery of key corporate initiatives aligned with broader APS reforms.

To be successful in this role, you will bring a depth of experience in leading corporate services, ideally within a government environment. You will be a strategic thinker with sound judgement and the ability to navigate complexity with confidence. Your leadership style will be people-centred, inclusive, and performance-focused, enabling you to build trust and credibility across all levels of the Agency. You will have a proven track record of delivering results, aligning corporate functions to broader strategic objectives, and leading through influence. With exceptional communication skills, professional integrity, and a commitment to continuous improvement, you will foster a culture of collaboration, inclusivity and accountability.

Key responsibilities and accountabilities

The Chief Operating Officer position requires a highly experienced and motivated leader with a flexible delivery focused approach.

The Chief Operating Officer is accountable for driving the leadership and management of the following functions:

- Financial management
- Human resources
- Procurement and grants management
- Risk management, security and integrity
- Performance monitoring and reporting
- Property and facilities ICT (through a shared service agreement)
- Information and records management.

Key accountabilities include:

- Provide efficient and effective corporate services to underpin Safe Work Australia's work
- Acting as the Chief Executive Officer's representative on the Audit Committee

- Undertake performance measurement – corporate and operational plans
- Provide assurance and compliance with relevant legislation, public sector governance requirements and alignment with contemporary practice, including compliance with the PGPA Act and resource management frameworks, whole of government reporting and other legislative requirements
- Engage with external stakeholders and collaborate with senior executives and other agencies
- Development of corporate and resourcing strategies to support the operations of Safe Work Australia and address capability and capacity challenges
- Oversee corporate planning and development of longer-term resource forecasts
- Partner with other teams to enable the delivery of Agency outcomes.

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 Corporate Branch is responsible for end-to-end service delivery of a number of enabling functions within the Agency. This includes human resources, governance, security, fraud, risk, integrity, information technology, finance and procurement.

Education and experience

To be considered for this role you must have:

- Executive management experience
- Experience managing corporate functions, ideally within an APS agency

- Demonstrated understanding of agency obligations under the PGPA Act, Commonwealth Resource Management frameworks and APS employment frameworks
- Relevant tertiary qualifications are not essential, however, would be an advantage.

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 Negative Vetting 1 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/non-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 (AEDT) Thursday 4 December 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.