

Selection Documentation

Manager, WHS

EL1

\$125,183 - \$146,259 plus superannuation

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

Role

The Manager Work Health & Safety (WHS) is required to work as part of a team to develop, implement and evaluate risk management policies and programs, train employees in workplace health and safety procedures, monitor and audit the workplace, and record and investigate incidents to ensure safe and healthy working conditions.

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks:

- Lead and manage a WHS team.
- Provide timely advice and technical expertise and engage with managers, supervisors and employees to build capability and enable sustained and continual improvements in WHS.
- Provide assistance and support to workers for reported incidents and hazards.
- Provide WHS Committee secretariat and oversee the coordination internal support networks for first aid, health and safety representatives and workplace harassment contact officers (HSR, FAO, HCO).
- Oversee and contribute to compliance, including risk management and mitigation.
- Advise on and contribute to the development of WHS policies, procedures, guidelines, technical capability and training.
- Identify, establish and enhance client/customer relationships and internal/external stakeholder relationships to obtain information and ensure alignment with organisational priorities, promoting own agency's objectives and facilitating cross-agency planning to achieve operational outcomes.

Core Skills

The following is an overview of skills required to succeed in the role:

- The role requires a dynamic team player who enjoys working with stakeholders, team members and individually on projects. You will be able to meet tight deadlines and work to support ASIS priorities.
- Ability to build team capability through coaching, mentoring, providing performance feedback, conflict resolution and encouraging career development.

- Ability to engage in complex problem solving and issues management and may coordinate and undertake detailed or sensitive projects that impact on strategic, political or operational outcomes for the agency.

Education, qualification and experience requirements

The following education, qualifications and/or experience will be highly regarded:

- Tertiary qualifications and/or equivalent experience.
- Excellent Managerial Experience.
- Excellent coordination and administration skills.
- Excellent verbal and written communication skills.

Capabilities

Candidates are not required to provide a separate written response to the ILS capabilities (below), however, candidates are encouraged to consider the capabilities in preparing their application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the capabilities for the position.

For more information on the ILS, tips on applying for jobs in the Public Service, go to the APSC website found at www.apsc.gov.au.

Shapes strategic direction

- Inspires a sense of purpose and direction;
- Focuses strategically;
- Harnesses information and opportunities; and
- Shows judgment, intelligence and common sense

Achieves Results:

- Builds organisational capability and responsiveness;
- Marshals professional expertise;
- Steers and implements change and deals with uncertainty; and
- Ensures closure and delivers on intended results.

Cultivates Productive Working Relationships

- Nurtures internal and external relationships;
- Facilitates co-operation and partnerships;
- Values individual differences and diversity; and
- Guides, mentors and develops people.

Exemplifies Personal Drive and Integrity

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Displays resilience; and
- Demonstrates self-awareness and a commitment to personal development.

Communicates with Influence

- Communicates clearly;
- Listens, understands and adapts to audience; and
- Negotiates persuasively.

Job Specific Requirements

Demonstrated experience and education relevant to the role.

Applicant Instructions:

To APPLY, please submit an application ONLINE via the website.

Candidates are required to submit a maximum 800 word pitch outlining their skills and experience for the role on offer along with a comprehensive resume detailing their work history.

APPLICATIONS CLOSE: Please refer to the website.

What Happens Next?

Please do not tell anyone about your application with our organisation at this stage of the process as doing so may harm your suitability for employment with us.

You may be contacted via SMS regarding the next stage of the process.

A merit list will be established for candidates who are suitable and will remain valid for a period of 12 months.

We thank you for the time and effort you have put into your application; however we are unfortunately unable to provide feedback to unsuccessful candidates.