



Australian Government

Comcare

Job information pack

Secretariat Officer

APS Level 5

\$89,709 to \$96,239 per annum plus 15.4% superannuation

Canberra ACT



Position details

Job reference	VN-0765089
Classification	APS Level 5
Employment status	Ongoing <i>*A merit pool may be created and used to fill similar ongoing and non-ongoing vacancies.</i>
Working hours	Full time or Part time
Group	Scheme Management
Team	Secretariat and Scheme Support Services
Unit	Secretariat
Location	Canberra ACT
Eligibility and conditions of employment	Citizenship: Under section 22(8) of the <i>Public Service Act 1999</i> , employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing. For further information on eligibility and conditions of employment, please visit our Careers page.
Applications close	Wednesday, 3 December 2025, 11:59pm (Australian Eastern Daylight Time)
Contact officer	Please contact Recruitment@comcare.gov.au

About Comcare

At Comcare, our purpose is to *promote and enable safe and healthy work*. We have several important core roles as a regulator, scheme manager, insurer and claims manager. We also have essential enabling roles, focused on supporting education, engagement and better practice approaches to health and safety, injury recovery and return to work, and the capability and capacity of our own workforce.

We are *committed to building and fostering a capable, engaged and high performing workforce* that is trusted and passionate about achieving better work health and safety outcomes for Australians.

About the team

The Secretariat and Scheme Support Services (SaSSS) team plays a vital role in supporting the strategic and operational functions of both the Safety, Rehabilitation and Compensation Commission (SRCC) and the Seafarers' Safety, Rehabilitation and Compensation Authority (Seacare Authority). This team delivers high-quality administrative and governance support, engages with prospective self-insurance scheme participants, assesses licence applications and extensions, and leads assurance reviews of licensee management systems.

Within SaSSS, the Secretariat team is specifically responsible for ensuring the efficient, timely and accurate delivery of support that enables the Safety, Rehabilitation and Compensation Commission (SRCC) and Seacare Authority to meet their legislative obligations under their respective Acts. These bodies convene formally on a quarterly basis, with additional meetings, sub-committees and working groups held as required to address emerging priorities and maintain regulatory oversight.

The opportunity

The APS5 Secretariat Officer is a key member of the Secretariat team within the broader SaSSS function. This dynamic and multifaceted role is central to the delivery of high-quality governance and administrative support to the SRCC and the Seacare Authority. It contributes directly to Comcare's legislative responsibilities by coordinating meeting logistics, preparing governance documentation, and supporting assurance and licensing activities. The position plays an important part in enabling both the SRCC and Seacare Authority to meet their obligations and maintain high standards of regulatory oversight.

Operating in a dynamic and fast-paced environment, the Secretariat Officer engages with a wide range of internal stakeholders across policy, legal, and operational teams, as well as external stakeholders. The role requires strong communication and organisational skills, and contributes to the broader objectives of the organisation by ensuring timely, accurate and professional support that underpins decision-making and strategic outcomes.

In this role your key responsibilities will include, but are not limited to, the following:

1. Delivering high-quality secretariat and governance support to the SRCC and Seacare Authority, enabling both bodies to effectively carry out their legislative functions.
2. Cultivating strong, collaborative relationships with SRCC and Seacare Authority members, as well as key internal and external stakeholders, to drive service excellence.

3. Contributing to the development of strategic briefs, papers and well-informed advice for senior leadership, including the SRCC, Seacare Authority and Comcare Executive.
4. Supporting the resolution of complex issues by applying sound judgement within established legislative and policy frameworks.
5. Actively contributing to team capability by mentoring and supporting less experienced staff, fostering a culture of continuous learning and professional growth.

Our ideal candidate

Our ideal candidate is someone who is enthusiastic, proactive, and highly organised, with a strong commitment to delivering quality outcomes. You will thrive in a dynamic environment, enjoy collaborating with others, and display a desire to contribute to the success of the Secretariat team. You will be open to learning, adaptable to change, and confident in managing competing priorities while maintaining attention to detail.

As our ideal candidate, you will have the following skills and capabilities:

- Ability to take personal responsibility for managing multiple priorities to achieve results.
- Well-developed verbal and written communication skills, and the ability to communicate effectively with a wide variety of stakeholders.
- Well-developed relationship management and team skills.
- Sound analytical skills and professional judgement with the ability to interpret information, assess implications, and support informed decision-making in a complex and dynamic environment.
- Ability to interpret and apply legislation or policies.

Experience

- Experience in a secretariat or governance-focused role will be well regarded.

How to apply

If you are interested in this opportunity, please apply through Comcare's [Current Vacancies](#) website. In your application, you will be asked to do the following:

- **Attach a Statement of Claims:** In your Statement of Claims, tell us in approximately **750 words (not exceeding one page)** why you are applying for this role and how your skills, knowledge and experience address the requirements of the role. Make sure you highlight relevant examples that demonstrate your ability to perform the role and ensure you reference the **skills and capabilities outlined in the 'Our ideal candidate' section**.
- **Attach your resume:** Your resume does not need to include a cover letter as this information should be included in your Statement of Claims. Ensure your resume is **four pages maximum**.
- The contact details of one **referee**, who should be your current supervisor.

We welcome candidates from within or outside of the Australian Public Service to apply. When writing your application, we encourage you to consider the [APS Work Level Standards](#), which differentiates between the work expected (i.e. responsibilities and duties) at each classification level.

The Australian Public Service Commission also has guidance on applying for jobs in the Australian Public Service, including suggestions on how to write your pitch using the [STAR Model](#).



Benefits of working with us



We care about making an impact

Make a meaningful contribution to the health and safety of workers nationwide. We design and deliver innovative and prevention focused initiatives that promote and enable safe and healthy work, including strategies to address psychosocial hazards.



We care about you

We value flexibility and diversity. We celebrate our inclusive workplace and provide leave for community volunteer work or activities related to employees' cultural background. All employees have access to a health and wellbeing reimbursement and can use Employee Assistance programs.

We have generous leave provisions with four weeks annual leave, plus additional paid leave over Christmas and New Year, personal/carer's leave and leave for cultural or ceremonial events.



We care about each other

We role model a culture founded on respect and inclusion. Our commitment to safety is reflected in policies that prioritise employee well-being. We recognise your individual needs and provide adaptable work arrangements to foster work-life balance, including work from home and office arrangements, and flex time for employees up to and including the APS6 level.



We care about growing your career

We invest in your career development through a range of learning options, including formal training courses, on-the-job training, support for continued professional development, financial support for work-related study, coaching and mentoring and a year-round calendar of professionally facilitated courses. We foster an environment for you to achieve career goals.



We care about recognising your contribution

We recognise and reward your contribution and commitments to outstanding work. You will experience great working conditions including competitive salaries with 15.4% superannuation, generous leave conditions, modern amenities, and flexible working arrangements. Our annual CEO Awards are one of the ways we formally recognise outstanding achievements.

For more information about what we offer, please read our [Comcare Enterprise Agreement 2024-2027](#).

Merit pool

This selection process may be used to establish a merit pool. The merit pool might be accessed to fill vacancies for similar roles in Comcare or across the broader Australia Public Service over the next 18 months.

RecruitAbility scheme

Comcare is committed to supporting the employment and career development of people with disability. Our participation in the [RecruitAbility scheme](#) means you will be progressed to the next stage of the selection process if you declare you have a disability, opt into the scheme and meet the minimum requirements for the position.

Please indicate in your application if you wish to opt into the RecruitAbility scheme.

Diversity and inclusion

The range and nature of work in Comcare requires a workforce that reflects our diverse society. We are an inclusive employer and actively encourage and welcome applications from Aboriginal and Torres Strait Islander people, people with disabilities, people from diverse cultural and linguistic backgrounds and mature-age people. We are committed to providing an environment that values diversity and supports employees to reach their full potential. If you require any reasonable adjustments to support you, should you be invited to the next stage of the selection process, please indicate this in your application.