



Australian Government

Comcare

## Executive Level 1 Assistant Director - Operations

\$123,660 to \$147,347 per annum plus 15.4% superannuation

Canberra ACT, Newcastle NSW, Melbourne VIC, Brisbane QLD, Perth WA, Adelaide SA,  
Launceston TAS

# WE CARE: IT'S WHAT SETS US APART.



Position Detail	
Job Reference	VN-0757428
Classification	Executive Level 1
Employment Status	Ongoing <i>A merit pool will be created and may be used to fill future ongoing and non-ongoing vacancies</i>
Hours	Full time
Group	Regulatory Operations
Team	Risk and Analysis
Unit	WHS Helpdesk Operations
Location	Canberra ACT, Newcastle NSW, Melbourne VIC, Brisbane QLD, Perth WA, Adelaide SA, Launceston TAS
Selection Process	<p>Please apply through <a href="#">Comcare's Current Vacancies website</a>, providing a statement of claims with your response outlining what you could bring to this position including your skills, experience and knowledge relevant to the below job specific capabilities and role (maximum 2 pages).</p> <p>Our competitive merit process can take approximately six weeks, covering shortlisting, interviews, references, and offers. Processes may also include psychometric testing and a written assessment.</p> <p>We welcome candidates from within or outside of the Australian Public Service to apply. The Australian Public Service Commission has provided guidance which may assist with your application: <a href="#">Cracking the Code</a>.</p>
Eligibility and Specific Conditions of Employment	<ol style="list-style-type: none"> <li>1. Australian citizenship.</li> <li>2. Character clearance (Australian Criminal History Check).</li> <li>3. Employee Health Declaration.</li> <li>4. Six months probationary period for new engagements.</li> <li>5. Ability to obtain and maintain a Baseline Security Clearance.</li> <li>6. Specific Conditions: <ul style="list-style-type: none"> <li>• Some intra and interstate travel is required, including overnight absences.</li> </ul> </li> </ol> <p>For information on conditions of employment, please go to <a href="#">Working at Comcare</a>.</p>
Applications Open and Close	Tuesday, 15 April 2025, Date to Monday, 28 April 2025 at 11:59pm (AEST)
Contact Officer	Please contact <a href="mailto:Recruitment@comcare.gov.au">Recruitment@comcare.gov.au</a>

### Team and Role Overview

The Risk & Analysis team is the first line of Comcare's management of regulation of work health and safety for the jurisdiction and is a nationally integrated Notification, Helpdesk and Intelligence capability designed to support the Regulatory Operations Group (ROG) in its delivery of targeted, risk-based regulation.

Risk & Analysis is primarily responsible for the management and initial assessment of incident notifications submitted in relation to Work Health and Safety (WHS) incidents and the operation of the WHS Helpdesk for the jurisdiction. The team is also responsible for reporting and analysis of WHS data, responding to internal information requests and providing intelligence to inform regulatory activity. Risk & Analysis delivers a range of statutory authorisation, approval and licencing services.

This position purpose is to lead and manager in the operations side of Risk & Analysis that encompasses the WHS Helpdesk and authorisations functions.

### Primary Responsibilities:

1. Lead and manage a geographically dispersed team including developing, coaching and mentoring staff, and building commitment to shared goals.
2. Establish and maintain key strategic internal and external stakeholder relationships.
3. Contribute to the development and implementation of strategic and operational business planning.
4. Develop and maintain an extensive understanding of Comcare's longer-term strategic and operational outcomes and consider agency wide implications when undertaking work activities.
5. Provide expert advice on policy, legislation, and processes.
6. Implement, lead, manage and review programs, projects or initiatives and drive continuous improvement and change.
7. Develop and maintain knowledge of Comcare's longer-term strategic and operational outcomes and its impact on the broader work environment.
8. Represent Comcare effectively at internal and external meetings, conferences or forums.

### Job Specific Capabilities

1. An understanding of Comcare's regulatory framework, the *Work Health and Safety Act 2011* (WHS Act) and associated regulations.
2. Practical working knowledge of WHS.
3. Demonstrated experience in leading, mentoring staff and providing feedback.
4. Demonstrated ability to manage complex relationships with internal and external stakeholders.
5. Ability to research, design, implement, review and evaluate programs of work.

### Qualifications and Experience

#### Desirable:

- Certificate IV in WHS or experience in a regulatory environment

### Who we are

For over thirty years, Comcare has been the national authority for work health and safety, and workers' compensation.

- **Our purpose** is to promote and enable safe and healthy work, and to minimise the impact of harm in the workplace.
- **Our mission** as a sector leader is to enhance workplace safety, prevent injury, and foster early intervention. We administer a workers' compensation scheme covering over 860,000 employees across multiple industries.
- **Our stakeholders** are central to our purpose. We partner with employees, employers, and service providers to tailor our services to their specific needs.
- **Our workforce** is flexible, diverse, respectful, and professional. We take an insight-driven, evidence and risk-based approach to our work. Comcare cares about the health, safety and wellbeing of its employees and making impactful change.

By joining Comcare, part of the Australian Public Service (APS), you will enjoy the benefits of being part of a culture which is focused on making a positive impact on the health and safety of Australians.

We demonstrate our dedication to your well-being, through a range of conditions and benefits and will actively support your pathway to career growth. We recognise that flexibility applies to all roles to assist with maintaining a positive work/life balance, however, not all types of flexible working arrangements will be suitable for all roles or circumstances, but include access to part-time work, flex-time, hybrid home/office work arrangements.

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### We care about making an impact.

Make a meaningful contribution to the health and safety of workers nationwide. Our experienced workforce are pioneers of safe work initiatives, including strategies to address psychosocial hazards.

- *We design and deliver innovative and prevention focused initiatives that promote and enable safe and healthy work.*



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### 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.*
- *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.*



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### 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.

- *Flexible work for your life balance including work from home and office arrangements, and flexitime for employees up to and including the APS6 level.*



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### We care about growing your career.

We champion a culture of development, offering on-the-job training, support for studies, and a year-round calendar of professionally facilitated courses. We foster an environment for you to achieve career goals.

- *Investing in your career development through a range of learning options, from on-the-job training, formal training courses, support for continued professional development, up to \$5,000 per year in study assistance, as well as coaching, mentoring, and opportunities to make a difference through various working groups.*



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### 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.

- *Annual CEO Awards recognising outstanding achievements.*

### **RecruitAbility Scheme**

Comcare is committed to supporting the employment and career development of people with disability. Our participation in the APS RecruitAbility scheme means you will be progressed to further assessment if you declare you have a disability, opt into the scheme and meet the minimum requirements for the position.



### **How do I opt into the RecruitAbility scheme?**

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

### **Reasonable adjustments**

We provide reasonable adjustments such as access, equipment, or other practical support at relevant stages of the recruitment process. Further details about the RecruitAbility scheme please go to [the Australian Public Service Commission, A Guide for applicants](#).

### **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 special arrangements to be made for assessment, please indicate this in your application and a member of the selection panel will contact you.

### **Merit Pool**

A merit pool of suitable applicants may be created which can be used to fill future similar vacancies should they become available over the next 18 months.