WORKSAFE ACT SAFE + HEALTHY WORKPLACES

POSITION DESCRIPTION

Office of the Work Health and Safety Commissioner

Position Title: Strategy and Policy Officer

Section: Strategy, Data & Communications

Position Number: P50369

Classification: ASO 6

Location: Canberra City

Last Reviewed: October 2026

WORKSAFE ACT OVERVIEW

WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for dangerous substances, workers' compensation, and Labour Hire Licensing.

WorkSafe ACT is a fully independent office headed by the WHS Commissioner, who is the Territory's regulator. A planned program of work is currently being implemented to improve our operational efficiency and effectiveness. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led responsive regulator.

The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence and trust in our work.

DIVERSITY STATEMENT

The ACT Public Service (ACTPS) is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, women, Aboriginal and Torres Strait Islander peoples, people from linguistically and culturally diverse backgrounds, people with disability and those who identify as LGBTIQA+ are encouraged to apply.

POSITION OVERVIEW

The Strategy Team is responsible for the identification, development and implementation of strategic priorities for WorkSafe ACT. The team is multi-disciplinary and includes strategy, organisational planning, regulatory and psychosocial policy.

The Strategy and Policy Officer will report to the Assistant Director and work closely with colleagues on an exciting range of Work Health and Safety (WHS), workers' compensation, licensing and dangerous substances projects. The position will be required to review, research and analyse legislation and supporting instruments and develop regulatory strategy and policy projects, including providing support to the broader inspectorate and the Senior Leadership Team, to meet WorkSafe ACT's objectives.

The Strategy and Policy Officer is required to be aware of current national and jurisdictional decisions and issues relating to the full range of WorkSafe ACT's responsibilities.

The Strategy and Policy Officer will be required to provide high level briefings and undertake research and analysis to inform, highlight and recommend improved approaches and strategies.

ROLE / RESPONSIBILITIES

- Undertake research and analysis, including collaborating with internal and external stakeholders, to develop and implement strategic policy and projects.
- Develop and implement the Agency's strategic priorities, including contributing to WorkSafe ACT's high-level policy and reports.
- Perform research and prepare and coordinate advice and information for internal and external stakeholders on issues impacting WHS, as well as evaluating and recommending strategies to address these issues.
- Prepare written documents including briefs, reports and correspondence addressing matters related to WorkSafe ACT's responsibilities.
- Undertake other duties as directed.

IDEAL CANDIDATE

- Strong communication skills, including written, oral, and interpersonal communication, with a strong ability to confidently present information to a variety of audiences
- Demonstrated capability to plan and manage strategic projects and initiatives which are informed by complex research and align with agency strategic objectives.
- Demonstrated ability to think critically with strong analytical skills to provide evidence-based policy advice.
- Strong organisational skills and the ability to manage competing deadlines, whilst maintaining accuracy and attention to detail.
- Knowledge of, or the ability to develop an understanding of, relevant legislative frameworks, government decision-making processes and agency guidelines.

OTHER RELEVANT QUALIFICATIONS AND EXPERIENCE

- Knowledge of WHS, workers' compensation and/or licensing legislation and issues is desirable but not essential.
- Tertiary qualifications (or partial completion) in a related area are desirable but not essential.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of the Strategy and Policy Officer and indicates how frequently each of these requirements would be performed. Please note that WorkSafe ACT is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation *Please note this is a position in an activity-based work environment*	Never
STANDARD HOURS	**FREQUENCY**
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADOs)	Never
Peaks and troughs	Occasionally
Frequent paid overtime	Occasionally
Rostered shift work	Never
SOCIAL DEMANDS	**FREQUENCY**
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally
PHYSICAL DEMANDS	**FREQUENCY**
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally
MANUAL HANDLING	**FREQUENCY**
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally
TRAVEL	**FREQUENCY**
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never
SPECIFIC HAZARDS	**FREQUENCY**
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never

Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Occasionally
OTHER	**FREQUENCY**
Uniform required	Occasionally
Personal Protective Equipment (PPE) required	Occasionally