

**Office of the Work Health and Safety
Commissioner**

Position Number: 56814

Position Title: Assistant Director, Data, and
Strategic Coordination

Classification: Senior Officer Grade C (SOGC)

Location: Canberra City

Section: Data, and Strategic Coordination

Last Reviewed: June 2026

Reporting to: Director, Strategy and Data

WORKSAFE ACT OVERVIEW

WorkSafe ACT achieves its objectives to protect workers and workplaces 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. We contribute to the reduction of physical and psychological harm to workers across ACT workplaces.

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 LGBTIQ+ 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 (policy), strategic coordination, and data analysis.

The Assistant Director, Data, and Strategic Coordination is responsible for ensuring WorkSafe ACT is meeting its objectives and responding effectively to internal and external stakeholders. The Assistant Director works closely across the Strategy section to support the Agency's functions through effective coordination, planning, monitoring, governance implementation, data analysis, policy analysis and intelligence.



You will supervise a small team that provides expert advice to the Senior Leadership Team and inspectors and is responsible for providing feedback to inform WorkSafe ACT's position at local and national fora. Delivering on this responsibility requires a strong evidence base using the data provided by Salesforce (our case management system), workers' compensation data and available national data.

The Assistant Director plays a key role in meeting our strategic commitment to regulatory excellence. The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conducts from all employees that promote and maintain public confidence and trust in our work.

ROLE / RESPONSIBILITIES

Under limited direction, you will be required to:

- collaborate with the systems team in the delivery of ICT capabilities, ensuring alignment with reporting requirements.
- lead the development of briefings, policy and data sets for local and national committees and a range of stakeholder meetings.
- collaborate with external and internal stakeholders, including other WHS regulators, to identify strategic activities and directions that align with WorkSafe ACT's objectives.
- work closely with other internal stakeholders to promote effective and efficient operations and program coordination across the agency which includes developing tailored dashboards.
- undertake complex data analysis and design suitable data modelling to identify trends, patterns and insights to improve the organisation's regulatory activities and support decision making.
- supervise and manage staff, including supporting their professional development
- oversee the Strategic Coordinator and inbox monitoring to ensure key information and items for the agency are suitably actioned.
- support policy development as required, including reviewing guidance and other content to ensure accuracy and suitability for the agency.
- support the organisational statutory reporting and compliance requirements as a public entity, including coordinating and preparing components of the annual report, and
- undertake other duties as directed.

IDEAL CANDIDATE

- Proven experience in analysing complex data, recommending options and preparing high quality reports and supporting documents along with a sound understanding of case management systems.
- Well-developed stakeholder liaison skills, including building and maintaining productive relationships. Strong communication skills, including written, oral, and



interpersonal communication, with a strong ability to confidently present information to a variety of audiences.

- Experience in cleaning, wrangling and analysing complex data. This involves joining data from various sources to obtain the required information while identifying outliers and ensuring data accuracy, understanding data governance and public service values covering ethical standards and confidentiality in data handling and analysis.
- Demonstrated high level leadership skills and sound judgement, including the ability to effectively prioritise, manage and coordinate complex policy, projects and deliverables.
- Demonstrated ability to understand, identify and drive strategic objectives within a diverse team, contribute to efficient work practices, including planning and monitoring of work programs.

ESSENTIAL REQUIREMENTS

- Knowledge of WHS, workers' compensation and labour hire licensing legislation and issues is desirable but not essential.
- Relevant tertiary qualifications of related to information technology, computer science, data science or associated field and/or equivalent industry experience highly desirable.
- Relevant experience in a policy, data or strategic coordination role is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of the Assistant Director, Data, and Strategic Coordination 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	Frequently
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 <i>Please note this is a position in an activity-based work environment</i>	Never
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
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	Frequently
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	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally
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

