



# Job Description

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<b>Title:</b>	Assistant Director, ICT Program Management
<b>Classification:</b>	Executive Level 1
<b>Security Clearance:</b>	Negative Vetting 1
<b>Location:</b>	Canberra

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The National Blood Authority (NBA) is an Australian Government statutory Agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate and affordable, and to support best practice management and use of blood products in Australia.

## Job Context

You will be part of the Information Technology Services team and responsible for providing leadership, management, coordination and direction to teams delivering ongoing development and support for all blood sector Information and Communications Technology (ICT) systems, and projects as part of a program of change. The role will work closely with the Chief Information Officer and senior internal business stakeholders to build a shared understanding of expected outcomes, whilst managing priorities across ongoing ICT Release Management and Project work.

We are looking for an experienced professional with a demonstrated record of exercising initiative and judgement; developing strategic work plans and managing the subsequent delivery; actively engaging with stakeholders; providing quality advice and briefing on ICT business cases and risk.

## Primary Job Purpose

Although not exhaustive, the duties and responsibilities of this position will require you to:

1. Establish, implement, monitor and review effective ICT Program Management practices and processes;
2. Build effective relationships and negotiate outcomes with internal and external stakeholders;
3. Prepare and analyse reports and proposals, including business cases, technical reports, strategic and business plans, and formulate recommendations;
4. Provide leadership and oversight of projects and activities;
5. Undertake procurement activities required to support resourcing and project outcomes;
6. Coordinate and manage (across the program) human and financial resources, workflow and team performance;
7. Contribute to NBA organisational strategy and culture; and
8. Work in a collaborative manner as a member of a team and across the NBA.

## Working in the NBA

All NBA officers are expected to actively and willingly participate in high level, organisation-wide responsibilities and administrative support activities. Officers are required to operate flexibly and exercise higher order leadership skills as well as directly undertake lower order independent work when necessary to get the job done. This reflects the nature of the NBA as a relatively small, specialist Agency and our limited capacity to backfill vacant positions for short periods within the limits of available finance and human resources. To recognise these circumstances, the NBA Enterprise Agreement provides for an annual payment of \$1,000 to officers, subject to certain conditions.

Having regard to the flexible work requirements outlined above, the duties and responsibilities in this Job Description are subject to change and may be modified at any time for operational requirements.

## Selection Criteria

The NBA applies a standard approach to the selection criteria for all positions. The suitability of applicants is considered based on the Australian Public Service Integrated Leadership System (ILS), their current and potential ability to perform the duties of a particular position at the level required, and their likely contribution to their work team and the NBA as a whole. In preparing your application, you are encouraged to consider the detailed guidance and capability descriptions of the ILS provided at <https://www.apsc.gov.au/integrated-leadership-system-ils-0>.

Specifically, applicants will be considered for the role against the following three primary selection criteria:

### **1. Your suitability for appointment at the EL1 level based on the capabilities and performance behaviours for an EL1 officer described in the ILS, as follows:**

<b>Shapes strategic thinking</b> <ul style="list-style-type: none"><li>• Inspires a sense of purpose and direction</li><li>• Focuses strategically</li><li>• Harnesses information and opportunities</li><li>• Shows judgement, intelligence and common sense</li></ul>	<b>Exemplifies personal drive and integrity</b> <ul style="list-style-type: none"><li>• Demonstrates public service professionalism and probity</li><li>• Engages with risk and shows personal courage</li><li>• Commits to action</li><li>• Displays resilience</li><li>• Demonstrates self-awareness and a commitment to personal development</li></ul>
<b>Achieves results</b> <ul style="list-style-type: none"><li>• Builds organisational capability and responsiveness</li><li>• Marshals professional expertise</li><li>• Steers and implements change and deals with uncertainty</li><li>• Ensures closure and delivers on intended results</li></ul>	<b>Communicates with influence</b> <ul style="list-style-type: none"><li>• Communicates clearly</li><li>• Listens, understands and adapts to audience</li><li>• Negotiates persuasively</li></ul>
<b>Cultivates productive working relationships</b> <ul style="list-style-type: none"><li>• Nurtures internal and external relationships</li><li>• Facilitates cooperation and partnerships</li><li>• Values individual differences and diversity</li><li>• Guides, mentors and develops people</li></ul>	

***2. Your capability to perform the duties of the position as described, based on your current knowledge, skills and experience and your potential to develop relevant knowledge, skills and experience.***

In the context of this position, a sound understanding of ICT Program and Project Management, or the ability to acquire this, will be desirable.

***3. Your potential to make a positive contribution to the immediate work team and the NBA as a whole.***

### **Additional Information**

This is a Designated Security Assessed Position (DSAP) at Negative Vetting – Level 1. The successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

### **Additional Notes**

The NBA expects that all employees will perform their duties professionally and respectfully to achieve outcomes of the highest standard, and that this performance will reflect the best principles and practices of workplace diversity, workplace participation and a safe working environment.