NATIONAL BLOOD AUTHORITY
AUSTRALIA

Job Description

Title:	Project Officer
Classification:	APS5
Security Clearance:	Negative Vetting – Level 1
Location:	Canberra

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 Commercial Blood Product Section. This section is responsible for ensuring the supply of a range of commercially available blood products to the Australian community through centralised national contracting, at a cost of over $600 million annually.

Your role will be to assist in the management and monitoring of annual blood product supply and demand plans and provide input into the management of high value commercial contracts for commercial blood products.

We are looking for great people with a demonstrated record in exercising initiative and judgement in the interpretation of policy and in the application of practices and procedures; in providing technical, professional, and/or policy advice in relation to problems; in applying strong stakeholder engagement and negotiation skills; and who have excellent oral and written communication skills.

Primary Job Purpose

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

1. Provide administrative support for projects, programs and contracts in accordance with the objectives of the *National Blood Agreement* and government policies;
2. Assist in coordinating and managing financial resources and workflow;
3. Work in a collaborative manner to achieve team goals;
4. Propose and implement innovations within a culture of continuous improvement;
5. Prepare and contribute to papers, minutes, presentations and correspondence;
6. Gather and investigate information from diverse sources;
7. Build effective relationships and achieve negotiation outcomes with internal and external stakeholders; and
8. Contribute to NBA organisational strategy and culture.

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 APS5 level based on the capabilities and performance behaviours for an APS5 officer described in the ILS, as follows:

Supports strategic direction

- Supports shared purpose and direction
- Thinks strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense

Displays personal drive and integrity

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Promotes and adopts a positive and balanced approach to work
- Demonstrates self-awareness and a commitment to personal development

Achieves results

- Identifies and uses resources wisely
- Applies and builds professional expertise
- Responds positively to change
- Takes responsibility for managing work projects to achieve results

Communicates with influence

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates confidently

Supports productive working relationships

- Nurtures internal and external relationships
- Listens to, understands and recognises the needs of others
- Values individual differences and diversity
- Shares learning and supports others

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, it is desirable for applicants to have knowledge, skills and experience in administrative support functions such as organising meetings, including booking venues, travel and accommodation, preparing meeting papers and liaising with external stakeholders.

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.

The position may require some interstate travel.

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.