

# Job Description

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<b>Title:</b>	Data Officer
<b>Classification:</b>	APS5
<b>Security Clearance:</b>	Negative Vetting – Level 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 Data team within the Blood and Data Services Section. This team supports governments, health service organisations and health care professionals to improve patient outcomes through the provision of data and information.

This position plays an integral part in the team that takes responsibility for data collection, analysis and publication of blood and blood products data to the Australian Community working with internal and external stakeholders to deliver strategic outcomes for the blood sector.

We are looking for a great person with a demonstrated record in critically analysing and interpreting complex data to produce accurate and meaningful reports and responses to data requests; excellent attention to detail; the ability to accurately manipulate, analyse, think critically about, interpret and present complex data and information from various sources to produce accurate regular and ad hoc reports and responses to data requests; and the ability to manage multiple tasks and competing priorities.

## Primary Job Purpose

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

1. Draft, validate and implement data extracts, reports, data request responses and website publications;
2. Prepare, contribute to, and provide feedback on, technical and non-technical system documentation (i.e. user instructions, specifications, testing instructions and governance processes);
3. Prepare specifications, test plans and undertake user acceptance testing for new and amended reports to ensure the reports are accurate prior to release to the wider sector;
4. Undertake administrative tasks including electronic filing, maintaining the data request log and updating instructions and procedures;
5. Assist in managing projects, programs and contracts in accordance with the objectives of the *National Blood Agreement* and government policies; and
6. 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 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
- 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 experience in the use of Microsoft Office applications (in particular Excel) and the ability to use or to quickly acquire skills in relevant statistical, visualisation and/or data manipulation tools (such as, but not limited to Tableau and SQL),

**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.

This is a business user role, not an information technology testing role.