# Job Description

**Title:** Assistant Director, Human Resources and Communications

**Classification:** Executive Level 1

**Security Clearance:** Negative Vetting 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 People and Communications section responsible for the management of Human Resources (HR), Communications, Secretariat and Parliamentary Coordination functions and accountable for the delivery of associated activities across the NBA.

We are looking for an experienced professional with a demonstrated record of exercising initiative and judgement; developing, interpreting and applying policies and procedures; providing quality advice and briefing on complex case and policy matters.

### Primary Job Purpose

With an understanding of the dynamics of HR and communication issues, the duties and responsibilities of this position will require you to:

1. Undertake a broad range of HR and communication functions, including change management, recruitment, learning and development, payroll and remuneration, employee relations, work health and safety, and HR analytics and systems;
2. Provide consistently sound advice on complex and sensitive HR and employee relations issues;
3. Contribute to the development and implementation of best practice HR and communication policies and services to maximise organisational effectiveness;
4. Prepare papers, briefs, presentations and correspondence;
5. Build effective relationships and negotiate outcomes with internal and external stakeholders;
6. Analyse reports and proposals, including business cases, technical reports, strategic and business plans, and formulate recommendations;
7. Lead and manage projects and activities;
8. Coordinate and manage human and financial resources, workflow and team performance;
9. Contribute to NBA organisational strategy and culture; and
10. 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:***

|  |  |
| --- | --- |
| **Shapes strategic thinking** | **Exemplifies personal drive and integrity** |
| * Inspires a sense of purpose and direction * Focuses strategically * Harnesses information and opportunities * Shows judgement, intelligence and common sense | |  | | --- | | * Demonstrates public service professionalism and probity | | * Engages with risk and shows personal courage | | * Commits to action | | * Displays resilience * Demonstrates self-awareness and a commitment to personal development | |
| **Achieves results** | **Communicates with influence** |
| |  | | --- | | * Builds organisational capability and responsiveness | | * Marshals professional expertise | | * Steers and implements change and deals with uncertainty | | * Ensures closure and delivers on intended results | |  | | |  | | --- | | * Communicates clearly | | * Listens, understands and adapts to audience | | * Negotiates persuasively | |
| **Cultivates productive working relationships** |
| |  | | --- | | * Nurtures internal and external relationships | | * Facilitates cooperation and partnerships | | * Values individual differences and diversity | | * Guides, mentors and develops people | |

***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 contemporary public sector human resource management practice and requirements, 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.