# Job Description

**Title:** Project Officer

**Classification:** APS 5

**Opportunity Employment Type:** Ongoing

**Security Clearance:** Baseline

**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.

**Job Context**

You will be part of the Commercial Blood Products team which 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 $800 million annually.

Your role as project officer will primarily be assisting with the management of the NBA’s contract with a key clinical stakeholder group and providing secretariat support for associated committees. In addition, you may be required to provide administrative support for the management of high value contracts for commercial blood products, procurement activities, invoice processing, and other duties as required. The work is dynamic and interesting, one day is rarely the same as the next. You will be undertaking meaningful work, often with immediate outcomes.

We are seeking a highly motivated individual who enjoys working in a rapidly evolving and forward‑thinking environment. Our ideal candidate will have strong administrative skills, excellent communication, good judgement, and have a strong capacity to support the NBA and manage competing tasks. You will be able to meet tight deadlines, be agile, proactive and responsive and be willing to learn.

**Primary Job Duties**

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

1. Provide administrative support for contracts, programs and projects in accordance with the objectives of the *National Blood Agreement* and government policies;
2. Provide secretariat support for one or more governance committees (drafting agendas, organising meetings, note taking)
3. Assist in undertaking and managing financial processes (seeking quotes, processing invoices, reconciling team finances);
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. Review reports, and prepare papers, reports, briefs, minutes, presentations and correspondence;
8. Work in a collaborative manner to achieve team goals; and
9. 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 need to operate with maximum flexibility and agility at all times. In recognition of these circumstances, the NBA Enterprise Agreement provides for an annual, additional payment of $1,000 to staff subject to meeting 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 assessed on the Australian Public Service Integrated Leadership System (ILS), current and potential ability to perform the duties of a particular position at the level required, and likely contribution to the work team and NBA as a whole.

In preparing your response to this vacancy, you are encouraged to address the three primary selection criteria in 1000 words maximum as follows:

1. ***Outline how you have demonstrated the capabilities and behaviours of the APS5 level*** [***Integrated Leadership System***](https://legacy.apsc.gov.au/integrated-leadership-system-ils-aps-5-profile)***. In writing your response to this criteria, consider the capabilities and behaviours set out in the*** [***ILS APS 5 profile***](https://legacy.apsc.gov.au/integrated-leadership-system-ils-aps-5-profile)***.***

***Supports strategic thinking:***

* ***Support shared purpose and direction***
* ***Think strategically***
* ***Harness information and opportunities***
* ***Show judgement, intelligence and common sense***

***Displays personal drive and integrity:***

* ***Demonstrate public service professionalism and probity***
* ***Engage with risk and showing personal courage***
* ***Commit to action***
* ***Promote and adopt a positive and balanced approach to work***
* ***Demonstrate self-awareness and a commitment to personal development***

***Achieves results:***

* ***Identify and use resources wisely***
* ***Apply and build professional expertise***
* ***Respond positively to change***
* ***Take responsibility for managing work projects to achieve results***

***Communicates with influence:***

* ***Communicate clearly***
* ***Listen, understand and adapt to the audience***
* ***Negotiate confidently***

***Support productive working relationships:***

* ***Nurture internal and external relationships***
* ***Listen to, understand and recognise the needs of others***
* ***Value individual differences and diversity***
* ***Share learning and supporting others***

1. ***Outline your demonstrated experience in performing the duties of the position as described. We want to hear about your current knowledge, skills and your experience in these key duties.***
2. ***Tell us how you can make a positive contribution to the immediate work team and the NBA as a whole.***

**Additional Information**

These are Designated Security Assessed Positions (DSAP) at Baseline Level. The successful applicants must be Australian Citizens capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

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.

A merit pool of suitable applicants will be created which may be used to fill ongoing/ vacancies of similar roles should they become available 18 months from the day this vacancy was advertised in the APS employment gazette.

**To Apply**

Applicants are required to submit a cover letter, CV and complete an [NBA Cover Sheet](https://www.blood.gov.au/employment) to [Human.Resources@blood.gov.au](mailto:Human.Resources@blood.gov.au).

If you have any enquiries about this vacancy please contact Daniel Mamic on 02 6151 5079 or Daniel.Mamic@blood.gov.au.