

Job Description

Title:	ICT Business Manager
Classification:	Executive Level 1
Employment Opportunity Type:	Ongoing, Full-Time
Security Clearance:	Baseline (or ability to maintain)
Location:	Canberra, ACT

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 (ITS) team and responsible for providing leadership, management, coordinate a range of activities across the section. Your role will include providing support to the Chief Information Officer (CIO), other team leaders and their respective teams to achieve outcomes by leveraging your expertise in business planning, financial and resource planning, procurement and operational reporting. You will work closely with the CIO and senior internal business stakeholders, particularly suppliers. In delivering the ICT Business Management function within the NBA, you will be expected to work both autonomously and collaborative providing leadership, advice and support to management, your team and the broader NBA.

We are looking for someone with a demonstrated record in exercising initiative, critical thinking and judgement; in providing detailed professional and/or policy advice in relation to complex problems; in applying strong stakeholder engagement and negotiation skills; and who have excellent oral and written communication skills. The successful applicant will receive a range of formal training and belong to a collaborative and supportive team.

Primary Job Purpose

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

1. Provide high level finance, procurement, operational and business management advice across the ITS functions to the NBA executive, CIO, and senior ICT staff.
2. Contribute to the strategic direction and leadership of the team, in support of organisational goals.
3. Develop and manage project, program and section budgets in consultation with the CIO and senior ICT staff.
4. Manage and resources within the team responsible for information management.
5. Support all procurement processes, contract and invoice management for the Information and Technology Services team.
6. Contribute to NBA organisational strategy and culture, and
7. Work in a collaborative manner as a member of a team and across the NBA.

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 the [Australian Public Service Commission's](#) website.

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

- 1. *Outline how you have demonstrated the capabilities and behaviours of the EL1 level Integrated Leadership System. In writing your response to this, consider the capabilities and behaviours set out in the ILS EL1 profile.***

Shape strategic thinking:

- ***Inspire a sense of purpose and direction***
- ***Focus strategically***
- ***Harness information and opportunities***
- ***Show judgement, intelligence and common sense***

Exemplify personal drive and integrity:

- ***Demonstrate public service professionalism and probity***
- ***Engage with risk and showing personal courage***
- ***Commit to action***
- ***Display resilience***
- ***Demonstrate self-awareness and a commitment to personal development***

Achieve results:

- ***Build organisational capability and responsiveness***
- ***Marshal professional expertise***
- ***Steers and implements change and deals with uncertainty***
- ***Ensures closure and delivers on intended results***

Communicate with influence

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

Cultivate productive working relationships

- ***Nurture internal and external relationships***
- ***Facilitate cooperation and partnerships***
- ***Value 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, it is desirable for applicants to demonstrate a good knowledge and understanding of public sector procurement and contract management with practical, financial or operational management experience an advantage.

- 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 the Baseline Level. 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.

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 established which may be used to fill ongoing/non-ongoing vacancies of similar roles should they become available within 12 months from the day this vacancy was advertised in the APS gazette.

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.

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.

To Apply

Applicants are required to submit a cover letter, CV and completed NBA cover sheet to NBAreruitment@blood.gov.au.

If you have any enquiries about this vacancy please contact Michael Goeldner, Chief Information Officer on 02 6151 5009 or via email NBAreruitment@blood.gov.au.