

Job Description

Title:	Risk and Security Officer
Classification:	APS 6
Employment Opportunity Type:	Ongoing, Full-Time or Part-Time
Security Clearance:	Baseline (or ability to obtain)
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

This role is part of a small team with responsibilities that include risk and security compliance and advice.

As the Risk and Security Officer, you will coordinate regular updates to the Agency's risk management framework and related reports and coordinate input to biannual whole of government surveys and reports to the Audit and Risk Committee. Under guidance of the Agency Security Advisor, you will assist with security policy updates and advice, and with maintaining the business continuity plan.

We are looking for applicants who are able, or have potential, to perform at the APS 6 classification level and willing to learn the specifics of this role. You will have good written and verbal communication skills, be able to engage with different stakeholders and have the ability to interpret Commonwealth guidelines

Demonstrated experience is not necessary for this role. You will be provided with support and training to develop further.

Primary Job Purpose

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

1. Work in a collaborative manner as a member of a team;
2. Assist in coordinating reporting requirements;
3. Prepare papers, reports, briefs, minutes, presentations and correspondence;
4. Undertake analysis of reports, data and proposals to formulate recommendations;
5. Build effective relationships and achieve negotiation outcomes with stakeholders; and
6. Contribute to the NBA organisational strategy and promote a collaborative workplace 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 listed 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 [ILS - A guide to the Integrated Leadership System | Australian Public Service Commission \(apsc.gov.au\)](https://www.apsc.gov.au/ils).

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 APS6 level Integrated Leadership System. In writing your response to this criteria, consider the capabilities and behaviours set out in the [ILS APS 6 profile](#).***

Supports to strategic thinking:

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

Display 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*

Achieve results:

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

Communicate with influence:

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

Support productive 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*
- *Strive for excellence*

- 2. *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.***
- 3. *Your potential to 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 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 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 vacancies of similar roles should they become available 12 months within the date this vacancy was advertised in the APS employment gazette.

The position may require some interstate travel.

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 Nathan Kruger, Assistant Director on 02 6151 5041 or via email Nathan.Kruger@blood.gov.au.