



Job Description

Title:	Assistant Director
Team:	People and Communications
Classification:	Executive Level 1
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, and to support best practice management and use of blood products in Australia.

Job Context

You will be part of the People and Communications team responsible for the management of Human Resources (HR) functions and accountable for the delivery of associated activities across the NBA.

We are looking for an experienced HR 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.

You will have excellent written and verbal skills, attention to detail, personal drive, high emotional intelligence and situational awareness. The successful applicant must be able to accommodate and respond with initiative to changing priorities and operating environments, exercise discretion in dealing with confidential and sensitive matters and be able to provide excellent support to our stakeholders.

Primary Job Purpose

With an understanding of the dynamics of HR within a public sector context, the duties and responsibilities of this position will require you to:

1. Undertake a broad range of HR functions, including change management, recruitment, learning and development, payroll and remuneration, employee relations, work health safety and wellbeing, and HR analytics and systems;
2. Lead the development and implementation of best practice HR policies and services to maximise organisational effectiveness;
3. Provide consistently sound advice on complex and sensitive HR and employee relations matters to senior management and employees;
4. Analyse a range of HR data and provide reports and recommendations to the NBA's senior executive;
5. Prepare papers, briefs, presentations and correspondence;
6. Partner and build effective relationships and negotiate outcomes with internal and external stakeholders;
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 [ILS resources: Profiles, comparatives and self assessment | Australian Public Service Commission \(apsc.gov.au\)](https://apsc.gov.au/resources/profiles-comparatives-and-self-assessment).

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:***

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, a sound understanding of contemporary public sector human resource management practice and requirements.

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 Baseline. 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 same or similar vacancies for 12 months from the date this vacancy was advertised in the Australian Public Service Employment Gazette.

To Apply

Applicants are required to submit a [NBA Cover Sheet](#), cover letter, and CV to NBAreruitment@blood.gov.au

If you have any enquiries about this vacancy please contact Helen Bull on 02 6151 5025 or Helen.Bull@blood.gov.au.