



Job Description

Title:	Contract Management Officer
Classification:	APS 5
Opportunity Employment Type:	Ongoing/non-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, and to support best practice management and use of blood products in Australia.

Job Context

We are looking for a proactive and motivated Contract Management Officer to join the Fresh Blood Products and Services Section, which is responsible for the management of the contract and relationship with the Australian Red Cross Lifeblood and for putting in place NBA arrangements to deliver a safe, secure and affordable supply of fresh blood products and services.

As the Contract Management Officer, you will use your exceptional organisational and administrative skills to efficiently support a range of activities and use best practices to support the needs of the section. You will assist in the management and monitoring of annual blood product supply and demand plans and provide input into the management of high value contracts for fresh blood products. Additionally, you will support the section through general administration, records management, secretariat duties and preparing documentation, including Ministerial correspondence.

The ideal candidate will have the ability to exercise initiative and judgement in the interpretation of policy and the application of practices and procedures; experience in providing technical, professional, and/or policy advice in relation to complex problems; experience in applying sound stakeholder engagement and negotiation skills; and have excellent oral and written communication skills.

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. Assist in undertaking and managing financial processes;
3. Propose and implement innovations within a culture of continuous improvement;
4. Gather and investigate information from diverse sources;
5. Review reports, and prepare papers, reports, briefs, minutes, presentations and correspondence;
6. Other secretariat duties as required
7. Work in a collaborative manner to achieve team goals; and
8. 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 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 your demonstrated capability in accordance with the Australian Public Service Integrated Leadership System (ILS), your demonstrated experience to perform the duties of this position, and your potential to make a positive contribution to the work team and the 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](#). In writing your response to this criteria, consider the capabilities and behaviours set out in the [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***

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

To Apply

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

If you have any enquiries about this vacancy please contact Renae Taylor on 02 6151 5087 or Renae.Taylor@blood.gov.au.