



Job Description

Title:	Assistant Director, Contract and Procurement Management
Classification:	EL1 (ongoing and non-ongoing)
Security Clearance:	Baseline (or ability to obtain)
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 Commercial Blood Products Section. This section 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 \$600 million annually.

Your role will be to lead the management of high value commercial contracts and the procurement of these products. The role will require you to exercise your leadership skills to manage a small team to deliver on business outcomes.

We are looking for great people with demonstrated experience in government contract management and procurement and who can exercise initiative and judgement in the application of Commonwealth procurement policy and the application of practices and procedures. You will be able to manage and provide clear advice on contract management, apply innovative approaches to improve outcomes and performance, apply detailed analytical skills in relation to complex problems, utilise your strong stakeholder engagement and negotiation skills, and have excellent oral and written communication skills.

Primary Job Purpose

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

1. Oversee and manage contracts, programs and projects in accordance with the objectives of the *National Blood Agreement* and government policies;
2. Provide contract management and procurement advice and guidance to a range of stakeholders across the NBA;
3. Coordinate and manage procurement processes;
4. Establish, implement, monitor and review contract performance and supply risk management strategies;
5. Propose and implement innovations within a culture of continuous improvement;
6. Analyse reports and proposals, and prepare and deliver high quality papers, briefs, presentations and correspondence;
7. Coordinate and manage human and financial resources, workflow and team performance;
8. Build effective relationships and achieve negotiation outcomes with internal and external stakeholders, including staff; and

9. 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 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 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. 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.

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 would be an advantage for applicants to be able to demonstrate a good knowledge and understanding of public sector procurement and contract management, and have demonstrated project management capabilities. Knowledge of or experience within the Australian health system, would also be advantageous.

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 12 months from the day this vacancy was advertised in the APS gazette. Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

To Apply

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

If you have any enquiries about this vacancy please contact Kelly Christopherson, Assistant Director Commercial Blood Products on 02 6151 5145 or via email Kelly.Christopherson@blood.gov.au.