

Job Description

Title:	Support Officer
Classification:	APS 4
Opportunity Employment Type:	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

You will be part of the Blood and Data Services Section. This is a dynamic section that supports governments, health service organisations and health care professionals to improve patient outcomes through the appropriate utilisation of blood and blood products and related services.

The Support Officer role will involve managing administrative and secretariat activities for projects relating to the development, review, promulgation and evaluation of clinical practice guidelines and accompanying implementation strategies for the Australian blood sector.

We are looking for great people with a demonstrated record in exercising initiative and judgement in the interpretation of policy and in the application of practices and procedures; in providing technical, professional, and/or policy advice in relation to problems; in applying strong stakeholder engagement and negotiation skills; and who have excellent oral and written communication skills.

It is desirable for applicants to have the ability to learn organising meetings, including booking venues, travel and accommodation, preparing meeting papers and liaising with external stakeholders.

If you are interested in learning more about the blood sector and are willing to learn and apply our established and evolving procedures, we would love to hear from you.

Primary Job Duties

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

1. Provide administrative support for projects, programs and contracts in accordance with the objectives of the *National Blood Agreement* and government policies;
2. Assist in coordinating and managing human and financial resources, workflow and team performance;
3. Work in a collaborative manner to achieve team goals ;
4. Propose and implement innovations within a culture of continuous improvement;
5. Prepare and contribute to papers, minutes, presentations and correspondence;
6. Gather and investigate information from diverse sources;

7. Build effective relationships and achieve negotiation outcomes with internal and external stakeholders; 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 APS4 level [Integrated Leadership System](#). In writing your response to this criteria, consider the capabilities and behaviours set out in the [ILS APS 4 profile](#).***

Support strategic direction:

- ***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. 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 applicants must be Australian Citizens capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

These positions 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 created which may be used to fill 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.