

Job Description

Title:	Human Resources Officer
Classification:	APS 4
Salary:	\$78,906 - \$83,324
Employment Status:	Full-time, Ongoing
Security clearance level:	Baseline
Location:	Canberra, ACT
Closing date:	12 May 2024
Contact officer:	Louise O'Connor - Senior Human Resource Adviser

Who We Are

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.

We manage and coordinate arrangements for the supply of blood, blood products and blood services in Australia. Under the national blood arrangements, our role is to deliver an uninterrupted supply of blood and blood products to Australians in need.

Being a small agency, employees at the NBA are in a unique position to influence decisions and outcomes for the blood sector and seeing the positive impacts of their work on users of blood products, blood related products and blood related services.

The NBA office is located on Northbourne Avenue in Lyneham and has recently undergone renovations to allow for modern, comfortable office space with the technology needed to collaborate effectively. The office is serviced by the Macarthur Avenue Light Rail stop and has onsite parking available.

The Team

The People and Communications team is a small team made up of cross-skilled HR and communications professionals. We are responsible for the management of Human Resources (HR), communications and learning and development functions, and for the delivery of associated activities across the NBA. As a member of our team, you will have the opportunity to broaden your expertise as you will work across multiple functions.

The Role

As a Human Resources Officer you will provide support to the team and undertake administrative duties across all of the HR functions, including recruitment activities, onboarding new staff, maintaining HR data and process procurement activities. You will assist in mailbox management and responding to general stakeholder enquiries, coordinate and assist in preparing advice on a range of HR matters and contribute to HR projects. You will provide administrative support including preparing and maintaining procedural documentation, managing team calendars and meetings, and building strong internal and external relationships across the organisation.

Key Responsibilities

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 administrative duties related to recruitment, onboarding and offboarding, learning and development, performance management, work health and safety, pay and conditions and other HR functions
2. Coordinate information across the team and ensure personnel records are appropriately updated and maintained
3. Provide administration services in support of the NBA's HR policies and programs and responding to HR enquiries
4. Assist and or manage small HR projects, correspondence and written material and to the development and implementation of best practice HR services to maximise organisational effectiveness
5. Assist the team with communication projects including website updates, promotion design material, assisting with conferences and events and general administrative support
6. Contribute and manage projects and activities and perform other duties and functions to support NBA priorities as required
7. Contribute to NBA's organisational strategy and culture
8. Work in a collaborative manner as a member of a team and across the NBA.

Selection Criteria

The NBA applies a standard approach to the selection criteria for all positions. The suitability of applicants is assessed on the Australian Public Service Integrated Leadership System (ILS), current and potential ability to perform the duties of a particular position at the level required, and likely contribution to the work team and NBA.

In preparing your response to this vacancy, you are encouraged to address the three primary selection criteria in 1000 words or less as follows:

- 1. Outline your capabilities and behaviours relevant to the position. In writing your response, consider the capabilities and behaviours set out in the [ILS APS 4 profile](#).**
- 2. Outline your knowledge, skills and experience relevant to the role and/or your potential to develop relevant knowledge, skills, and experience.**
- 3. Outline your potential to make a positive contribution to the immediate work team and the NBA. Please refer to the role and key responsibilities section of this job description in developing your response and the [Work level standards](#) relevant to the APS 4 classification.**

Further information on how to write your response can be found at [Cracking the Code \(apsc.gov.au\)](#).

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.

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.

What we will offer you

The National Blood Authority provides a number of benefits to its staff including:

- ◆ Generous superannuation scheme with up to 15.4% employer contributions
- ◆ A variety of leave options, including 4 weeks annual leave
- ◆ Options for flexible working arrangements to assist you to maintain your work-life balance
- ◆ A healthy lifestyle assistance payment that benefit employees and promotes a work environment that supports health through wellbeing
- ◆ Support to develop your capability based on individualised career goals
- ◆ Access to an Employee Assistance Program (EAP).

Employment Requirements

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 18 months from the date this vacancy was advertised in the Australian Public Service Employment Gazette.

RecruitAbility

The RecruitAbility scheme applies to this vacancy. The National Blood Authority is committed to supporting the employment and career development of people with disability. More information on the RecruitAbility scheme can be found at [APSC Recruitability Scheme](#) homepage.

To Apply

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the APSC's [APS Employee Value Proposition](#) for more information on the benefits and value of employment within the APS.

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

Enquiries

If you require further information after reading the selection documentation, please contact Louise O'Connor on 02 6151 5144 or Louise.Oconnor@blood.gov.au.