

Job Description

Title:	Data Officer
Classification:	APS 5
Salary:	\$85,744 - \$90,449
Employment Status:	Full-time/Part time, Ongoing
Security clearance level:	Baseline
Location:	Canberra, ACT
Closing date:	12 May 2024
Contact officer:	Sandra Cochrane, Senior Adviser, Data and Blood Services

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 are a statutory agency established by the [National Blood Authority Act 2003 \(Cth\)](#). We operate to achieve the policy objectives outlined in the [National Blood Agreement](#).

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 Data and Blood Services team in the NBA supports governments and stakeholders to improve patient outcomes through provision of data and best practice advice to ensure that blood and blood-related products are used effectively.

The Role

We are looking for a motivated and interested person to join the Data and Blood Services team. The successful candidate will apply work knowledge, precedent and established procedures and guidelines to situations that are complex and sensitive. You will collate data, undertake data quality assurance, analyse results, and present data in formats suitable for different audiences. You will also support the team through general administration, records management, secretariat duties and preparing documents, including correspondence.

You will have strong oral and written communication skills, be able to confidently respond to stakeholder needs and expectations and develop and maintain effective internal and external relationships. You will be able to work well with your colleagues and contribute to a positive team culture.

Extensive experience in using of Microsoft Office suite of tools in particular Excel is highly desirable.

Key Responsibilities

Although not exhaustive, and depending on the role, the duties and responsibilities of this position may include:

1. Develop and implement monthly, quarterly, annual, and periodic data and information reports in line with the team's work plans, by interrogating and manipulating data from multiple sources.
2. Read, comprehend, and write technical documentation for both technical and non-technical audiences including business cases, requirements specifications, process descriptions and procedures, end user and testing documentation and governance processes.
3. Build effective relationships with internal and external stakeholders including other NBA teams, external suppliers, and jurisdictions to implement strategies and projects to optimise information and data flows within the blood sector.
4. Undertake administrative tasks including electronic filing (data inbox and records management), maintaining data request logs and master data spreadsheets, booking travel for the team, and updating complex instructions and procedures.
5. Undertake other duties as required including preparing briefs, minutes, presentations, and procurement and contract management activities.
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 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 5 profile](#).**
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.**
3. **Your potential to make a positive contribution to the immediate work team and the NBA as a whole. Prior to preparing your response consider the following:**
 - Role requirements outlined in 'The role' and 'Key Responsibilities' section of the job description.
 - The [Work level standards](#) relevant to the classification you are applying for.

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 Sandra Cochrane, Senior Adviser on 02 6151 5005 or Sandra.Cochrane@blood.gov.au