

# Job Description

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<b>Title:</b>	Senior Human Resources Adviser
<b>Classification:</b>	APS 6
<b>Salary:</b>	\$94,495 - \$106,488
<b>Employment Status:</b>	Full-time, Non-Ongoing/Ongoing
<b>Security clearance level:</b>	Baseline
<b>Location:</b>	Canberra, ACT
<b>Closing date:</b>	12 May 2024
<b>Contact officer:</b>	Adam Kyle, Assistant Director

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## 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 People and Communications team is a small team made up of cross-skilled HR professionals. We are responsible for the management of Human Resources (HR) 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 HR functions.

## The Role

We are seeking a highly motivated and experienced individual with a confident and approachable manner, excellent communication skills and the ability to build rapport with our key stakeholders. As the Senior HR Adviser you will undertake work that is complex and operate under broad direction. Your highly developed organisational skills, ability to prioritise and excellent attention to detail will ensure you can operate in our ever-changing environment, exercise discretion in dealing with confidential and sensitive matters and be able to provide excellent support to our stakeholders. You will have an ability to lead, train, mentor and support junior team members within the team.

## 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. Support a broad range of HR functions including payroll and remuneration, HR analytics and HR systems, recruitment and onboarding, learning and development
2. Provide staffing and personnel administration services in support of the NBA's HR policies and programs, prepare papers, briefs, presentations and correspondence
3. Provide accurate advice on complex and sensitive HR and employee relations matters to senior management and employees
4. Develop and generate HR information and reporting detailing business achievements, trends and improvement recommendations
5. Partner and build effective relationships and negotiate outcomes with internal and external stakeholders
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 APS6 level Integrated Leadership System. In writing your response to this criteria, consider the capabilities and behaviours set out in the [ILS APS 6 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.**  
In the context of this position, a sound understanding of contemporary public sector human resource management practice and requirements.
- 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](mailto:NBArecruitment@blood.gov.au).

## Enquiries

If you require further information after reading the selection documentation, please contact Adam Kyle on 0466 401 120 or [Adam.Kyle@blood.gov.au](mailto:Adam.Kyle@blood.gov.au).