

Job Description

Title:	Assistant Director, ICT Program Management
Classification:	Executive Level 1
Opportunity/Employment Type:	Ongoing
Security Clearance:	Baseline
Location:	Canberra, ACT

About us

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.

Job Context

You will be part of the Information Technology Services team and responsible for providing leadership, management, coordination and direction to teams delivering ongoing development and support for all blood sector Information and Communications Technology (ICT) systems, and projects as part of a program of change. The role will work closely with the Chief Information Officer and senior internal business stakeholders to build a shared understanding of expected outcomes, whilst managing priorities across ongoing ICT Release Management and Project work.

We are seeking a highly motivated and driven team player, who is keen to lead and enjoys working in a rapidly evolving and forward-thinking environment. Our ideal candidate will be an experienced professional with a demonstrated record of exercising initiative and judgement; developing strategic work plans and managing the subsequent delivery; actively engaging with stakeholders; providing quality advice and briefing on ICT business cases and risk.

Primary Job Purpose

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

1. Establish, implement, monitor and review effective ICT Program Management practices and processes.
2. Build effective relationships and negotiate outcomes with internal and external stakeholders.
3. Prepare and analyse reports and proposals, including business cases, technical reports, strategic and business plans, and formulate recommendations.
4. Provide leadership and oversight of projects and activities.
5. Undertake procurement activities required to support resourcing and project outcomes.
6. Coordinate and manage (across the program) human and financial resources, workflow and team performance.
7. Contribute to NBA organisational strategy and culture.

8. Manage the performance and development of a team by providing strategic direction, leadership, guidance, and coaching.
9. Work in a collaborative manner as a member of a team and across the NBA.

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.

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. ***Your suitability for appointment at the EL1 level based on the capabilities and performance behaviours for an EL1 officer described in the ILS, as follows:***

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. 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.

Additional Information

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.

To Apply

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

If you have any enquiries about this vacancy, please contact Michael Goeldner on 02 6151 5009 or Michael.goeldner@blood.gov.au.