



Job Description

Title:	Senior Project Officer (Several)
Classification:	APS 6
Opportunity/Employment Type:	Ongoing, Full-time
Security Clearance:	Baseline, or ability to obtain
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.

Being a small agency of around 100 staff, 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.

Job Context

The **Research and Product Review** section (RAPR) provides analysis and insights to inform the supply and use of blood products, blood related products, and blood related services in Australia. The small team facilitates funding decisions across governments, conducts post-market reviews of product use to understand how they are operating in the real world, administers the National Blood Sector Research and Development Program to help fill known evidence gaps and performs horizon scanning of both the national and international blood sector to keep up to date with emerging trends and advancements. We are seeking high-performing Senior Project Officers to fill several immediate vacancies who enjoy a challenge and are comfortable working with competing priorities. We are looking for dynamic and team-oriented people who demonstrate analytical, strategic thinking and leadership skills.

You will be able to demonstrate exceptional critical analysis skills as well as initiative and judgement to understand the broader roles and responsibilities of the NBA. You will have strong stakeholder engagement skills, and excellent oral and written communication skills. A background in health, science, research or program management would be highly regarded.

Primary Job Duties

Although not exhaustive, and depending on the role, the duties and responsibilities of these positions may include:

1. Manage and contribute to the evaluation of blood and blood products to be supplied and funded through the national blood arrangements through review, research, and consultation with stakeholders.
2. Manage and contribute to post-market utilisation reviews of blood products that are supplied and funded through the national blood arrangements.

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3. Provide advice on the national blood arrangements to parties interested in submitting a new product funding proposal application.
4. Provide advice to existing and potential Research and Development Program grant applicants.
5. Guide and mentor staff to assist in assessing and monitoring the performance of grant recipients in accordance with grant agreements and Program guidelines.
6. Coordinate and monitor emerging issues in the blood sector, using strategic thinking skills to identify the impact of these on the NBA's operational priorities and note any trends or patterns.
7. Rapidly synthesise, critically analyse and critique technical (blood sector) or complex information to share with internal and external stakeholders.
8. Develop a deep understanding of the NBA's strategic priorities and use relevant business and market information to identify needs and opportunities for the blood sector.
9. Prepare high-level policy papers, briefs, and minutes to inform and support decision making by internal and external stakeholders in line with the vision and purpose of the NBA.
10. Provide support for projects, programs, and contracts in accordance with the objectives of the National Blood Agreement and government policies.

Working in the NBA

All NBA officers are expected to participate in high level, organisation-wide responsibilities, and administrative support activities actively and willingly. 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. 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 APS6 profile](#)**

Supports strategic direction:

- *Support shared purpose and direction*
- *Think strategically*
- *Harness information and opportunities*
- *Show judgement, intelligence and common sense*

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*

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*

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*

Communicate with influence:

- *Communicate clearly*
- *Listen, understand and adapt to the audience*
- *Negotiate confidently*

- 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.**

Previous health/blood sector or procurement/grant management experience would be an advantage

- 3. Your potential to make a positive contribution to the immediate work team and the NBA.**

Additional notes

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.

A merit pool of suitable applicants will be created which may be used to fill ongoing vacancies of similar roles should they become available within 18 months from the day this vacancy was advertised in the APS Employment Gazette.

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.

To Apply

Applicants are required to submit the NBA Application Cover Sheet, a cover letter addressing the selection criteria, and resume to NBA.Recruitment@blood.gov.au.

If you have any enquiries about this vacancy, please contact Jo Cameron, Director, Research and Product Review on 02 6151 5031.