



# Job Description

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<b>Title:</b>	ICT Procurement and Contract Manager
<b>Classification:</b>	EL1
<b>Opportunity Employment Type:</b>	Ongoing
<b>Security Clearance:</b>	Baseline, or ability to obtain
<b>Location:</b>	Canberra, ACT

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## 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

The Information Technology Services (ITS) section is responsible for the delivery and maintenance of the projects, business as usual support, infrastructure, security, and call centre solutions which support the agencies vision.

The ITS Section is looking for an experienced ICT Procurement and Contract Manager who will be able to join our team and help us deliver key outcomes for the agency. We have multiple procurement activities which require a specialist to coordinate, develop and manage these activities which range from small simple procurements to complex large procurements.

## Primary Job Purpose

The duties and responsibilities of this position will require you to, and are not limited to:

1. Perform complex procurement activities.
2. Undertake contract management and reporting.
3. Investigate, recommend, and provide advice and assistance on procurement activities, and implement alternative courses of action where appropriate.
4. Provide timely and accurate procurement and recruitment advice for all new activities.
5. Preparation of written documentation, including senior management briefing and reports, procurement documentation and legislative review reports.
6. Have well developed stakeholder engagement skills and be able to represent the agency at a range of forums.
7. Administer and evaluate contracts to ensure that technical and contractual requirements are met; works meet specified quality and are provided on time and within budget.
8. You will be required to have Experience in Commonwealth of Australia procurement and tendering processes of varying complexity, including but not limited to understanding of tender preparation, evaluation, contract formation, negotiation, and selection.
9. You will possess a high level of contract management knowledge and experience, with a strong emphasis on stakeholder engagement to deliver outcomes within a legislative framework.
10. Participate as a constructive member of the National Blood Authority and provide reasonable support as required.

## 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 need to always operate with maximum flexibility and agility. In recognition of these circumstances, the NBA Enterprise Agreement provides for an annual, additional payment of \$1,000 to staff subject to meeting certain conditions.

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 EL1 profile](#).**

### ***Supports strategic direction:***

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

### ***Display personal drive and integrity:***

- *Demonstrate public service professionalism and probity*
- *Engage with risk and show personal courage*
- *Commit to action*
- *Promote and adopt a positive and balanced approach to work*
- *Demonstrate self-awareness and a commitment to personal development*

### ***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*

### ***Communicate with influence:***

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

### ***Support productive working relationships:***

- *Nurture internal and external relationships*
- *Listen to, understand and recognise the needs of others*

## OFFICIAL

- *Value individual differences and diversity*
  - *Share learning and supporting others*
2. **Your experience in performing the duties of the position as described. We want to hear about your knowledge, skills and experience relevant to the duties outlined above.**
  3. **Your potential to make a positive contribution to the immediate work team and the NBA as a whole.**

### **Additional Information**

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.

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 may 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.

### **To Apply**

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