



# Job Description

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| <b>Title:</b>                       | Contract Managers (Several)     |
| <b>Classification:</b>              | APS 6                           |
| <b>Employment Opportunity Type:</b> | Ongoing/non-ongoing             |
| <b>Security Clearance:</b>          | Baseline (or ability to obtain) |
| <b>Location:</b>                    | Canberra, ACT                   |

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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

There are several Contract Manager positions available at the NBA that directly benefit patients and the wellbeing and quality of life of Australians. Successful applicants will be working as a part of a high performing team, engaging with diverse stakeholders and using initiative to solve problems. The work is dynamic and interesting, one day is rarely the same as the next. You will be undertaking meaningful work, often with immediate outcomes.

You will be part of the Commercial Blood Product team. This team ensures the supply of a range of commercially available blood products through centralised national contracting, at a cost of over \$800 million annually. These contracts enable blood products to be available at no direct cost to patients in Australia, as and when they are needed. Your role will be to manage one or more of these important contracts.

An understanding of government policy in relation to procurement and contract management, along with experience in managing multiple contracts is highly desirable. You will be proactive and be able to apply innovative approaches to improve outcomes and performance, and apply analytical skills to solve problems. You will have excellent stakeholder engagement, and oral and written communication skills.

## Primary Job Purpose

Although not exhaustive, this role may require you to:

1. Manage contracts, programs and projects in accordance with the objectives of the *National Blood Agreement* and government policies;
2. Provide contract management and procurement advice and guidance to a range of stakeholders across and external to the NBA;
3. Work in a collaborative manner as a member of a team to establish, implement, monitor and review contract performance and supply risk management strategies;
4. Assist in coordinating and managing procurement processes;
5. Propose and implement innovations within a culture of continuous improvement;
6. Prepare papers, reports, briefs, minutes, presentations and correspondence;
7. Provide management and secretariat support to various governance groups and stakeholder committees

8. Undertake detailed analysis of reports, data and proposals to formulate recommendations;
9. Build effective relationships and achieve negotiation outcomes with internal and external stakeholders; and
10. Contribute to the NBA organisational strategy and promote a collaborative workplace culture.

## 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. To recognise these circumstances, the NBA Enterprise Agreement provides for an annual payment of \$1,000 to officers, subject to certain conditions.

Having regard to the flexible work requirements outlined above, the duties and responsibilities listed 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 considered based on their current and potential ability to perform the duties of a particular position at the level required, their capabilities and behaviours as set out in the Australian Public Service Integrated Leadership System (ILS), and their likely contribution to their work team and the NBA as a whole. In preparing your application, you are encouraged to consider the detailed guidance and capability descriptions of the ILS provided at [ILS - A guide to the Integrated Leadership System | Australian Public Service Commission \(apsc.gov.au\)](https://www.apsc.gov.au/ils).

In preparing your response to this vacancy, you are encouraged to provide examples of your work experience 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 APS 6 level [Integrated Leadership System \(ILS\)](#). In writing your response to this criteria, consider the capabilities and behaviours set out in the [ILS APS 6 profile](#).***

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

- *Supports shared purpose and direction*
- *Thinks strategically*
- *Harnesses information and opportunities*
- *Shows judgement, intelligence and common sense*

### ***Achieves results:***

- *Identifies and uses resources wisely*
- *Applies and builds professional expertise*
- *Responds positively to change*
- *Takes responsibility for managing work projects to achieve results*

### ***Supports productive relationships:***

- *Nurtures internal and external relationships*
- *Listens to, understands and recognise the needs of others*
- *Values individual differences and diversity*
- *Shares learning and supporting others*

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### ***Displays personal drive and integrity:***

- *Demonstrates public service professionalism and probity*
- *Engages with risk and shows personal courage*
- *Commits to action*
- *Promotes and adopts a positive and balanced approach to work*
- *Demonstrates self-awareness and a commitment to personal development*

### ***Communicates with influence:***

- *Communicates clearly*
- *Listens, understands and adapts to the audience*
- *Negotiates confidently*

- 2. Outline your demonstrated experience in performing the duties of the position as described. We want to hear about your current knowledge, skills and your experience in these key duties.***
- 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 at Baseline Level. 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 vacancies of similar roles should they become available 18 months from the day this vacancy was advertised in the APS gazette.

The position may require some interstate travel.

## **To Apply**

Applicants are required to submit a cover letter, CV and completed NBA cover sheet to [NBAreruitment@blood.gov.au](mailto:NBAreruitment@blood.gov.au).

If you have any enquiries about this vacancy please contact Jenny Elgohary, Assistant Director Commercial Blood Products, on 02 6151 5147 or via email [jenny.elgohary@blood.gov.au](mailto:jenny.elgohary@blood.gov.au).