

Job Description

Title:	Director, People and Communications
Classification:	EL2
Salary:	\$138,183 - \$155,570
Employment Status:	Fulltime / Ongoing
Security clearance level:	Baseline (the ability to obtain Negative Vetting 1)
Location:	Canberra, ACT
Closing date:	19 May 2024
Contact officer:	Ben Noyen, Deputy Chief Executive

For 20 years, the National Blood Authority (NBA) has delivered an uninterrupted supply of blood and blood products to Australians in need under the national blood arrangements.

About Us

The NBA is an Australian Government statutory agency whose role is to work in a collaborative manner with the Commonwealth and all State and Territory governments and other responsible parties to ensure that Australia's blood supply is safe, secure, adequate, and affordable.

Job Context

The Director, People and Communications will provide strategic advice to the NBA Chief Executive, Senior Management Group, and the broader NBA. The Director is responsible for the effective leadership and management of the Human Resources (HR), learning and development, and communications functions and accountable for the delivery of associated activities and outcomes.

The NBA is looking for a highly motivated and innovative leader with organisational agility, high level emotional intelligence and interpersonal skills, and a proven ability to build trusted relationships across all levels. You will have deep knowledge and experience in HR management, excellent communication skills and an ability to advance the agency's communications and learning and development services. This role requires a strategic leader with business acumen and a track record of operational delivery.

Primary Job Purpose

The duties and responsibilities of this position will require you to:

1. Provide effective leadership and management of the NBA People and Communications function, including delivery of associated activities, services and projects;
2. Provide strategic input into organisational strategy and culture as part of the senior management group;
3. Proactively engage and collaborate with the senior executive, senior management and the wider NBA, and build and maintain relationships with internal and external stakeholders;
4. Contribute to the development and implementation of best practice HR and communication policies and services;
5. Manage the work performance and development of team members;
6. Prepare quality papers, briefs, presentations and correspondence;
7. Assist in the facilitation of organisational change processes, and encourage the promotion of innovation and a culture of continuous improvement; and
8. Manage shared services and service agreement arrangements, including the provision of payroll services to the NBA and the coordination of associated activities.

As a member of the senior management team, you will also have the opportunity to contribute to the organisation's overall governance arrangements, its strategic directions and broader organisational leadership.

What we Offer

The NBA offers a clear purpose and meaningful work. Here, you directly make a positive impact by saving and improving Australian lives through a world-class blood supply.

At the NBA you will:

- ◆ be a part of a small agency in a secure, dynamic public service;
- ◆ have great employment conditions with access to competitive superannuation, transparent pay, generous leave entitlements including parental leave, flexible work arrangements, and well-being support mechanisms;
- ◆ be part of a community of strong, passionate, and proud professionals;
- ◆ work under a strong set of shared values and expect high standards of workplace behaviour and integrity; and
- ◆ be supported to stretch yourself and grow both professionally and personally, and you to do the same for those you work with.

Our People, Culture and Environment

The NBA is a friendly and inclusive workplace. We are outcomes focused and promote the APS Values and collaboration with our colleagues across governments, suppliers, public and private health services, health professionals, patients and non-government organisations.

We value and champion the experiences, skills and perspectives of all employees. We strongly encourage applicants from diverse backgrounds, cultures, and those with caring and parenting responsibilities to apply so we better represent the community that we serve.

Join our team to work in a refurbished, modern, and collaborative office in Lyneham, Canberra. We have substantially upgraded our technology environment, supporting more secure and contemporary work practices. Our upgrades include new video and audio capabilities, a rollout of new laptops, migration to Microsoft 365, and a move to the cloud.

How to Apply

Application

If this opportunity appeals to you, submit your application to emmy.arthurson@blood.gov.au by **19 May 2024**.

Your application should include:

- A 1000 word (maximum) cover letter.
- A current CV, with a maximum of 3 pages; and
- an [NBA Cover Sheet](#).

Please contact 02 6151 5034 if you do not receive an email receipt within 3 days.

Selection Criteria

The NBA applies a standard approach to the selection criteria for all positions.

The suitability of applicants is considered based on the [Australian Public Service Integrated Leadership System \(ILS\)](#), their current and potential ability to perform the duties of a particular position at the level required, 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.

Specifically, applicants will be considered for the role against the following three primary selection criteria:

1. Your suitability for appointment at the EL2 level based on the capabilities and performance behaviours for an EL2 officer described in the ILS.

In the context of this EL2 position, you will be assessed with reference to shaping strategic thinking, achieving results, cultivating productive working relationships, exemplifying personal drive and integrity, and communicating with influence.

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 HR management practice and requirements, communications, and learning and development approaches. The Director will oversee the full gamut of HR functions common to government agencies and lead critical communications functions including website management, annual reporting, events, branding and campaigns.

3. Your potential to make a positive contribution to the immediate work team and the NBA as a whole.

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.

As a small Agency, it is important that our employees remain engaged and are proactive and flexible in how they can best contribute to the overall outcomes and objectives of the NBA.

Employment Requirements

This is a Designated Security Assessed Position (DSAP) at Negative Vetting – Level 1. 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.

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.

The position may require some interstate travel.

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.

Additional Notes

In recognition of the senior management responsibilities, the overall contribution expected and the work value of this position, the NBA will consider an Individual Flexibility Arrangement for the successful candidate which reflects the most appropriate overall remuneration package.

Enquiries

If you require further information after reading the selection documentation, please contact Ben Noyen on 0492 191 800 or ben.noyen@blood.gov.au.