

Temporary Employment Register

Team:	Various
Classification:	APS 1 – 6, Executive Level 1
Employment Type:	Non-Ongoing (temporary)
Security Clearance:	Baseline
Location:	Canberra

About us

The National Blood Authority (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 temporary employment register is open to candidates to submit an expression of interest for employment with the NBA. The register enables us to access appropriately skilled and experienced individuals at short notice for non-ongoing (temporary) and intermittent/irregular (casual) employment opportunities up to a period of 18 months across a broad range of classifications and business areas.

Non-ongoing or temporary employment opportunities may be offered on a full-time, part-time or intermittent/irregular (casual) basis depending on business needs and requirements.

You can register interest in temporary employment at the APS Level 1 – 6 levels and the Executive Level 1 with the NBA.

Applications are welcome from people with a range of skills, experience and personal qualities for roles across the National Blood Authority.

Candidates who are self-motivated, with a track record of taking responsibility and delivering results, display initiative and the ability to work autonomously are invited to apply. It would be expected that potential candidates also possess the following:

- High level of written and oral communication skills.
- Research, analysis and problem-solving skills.
- Well-developed organisational skills and ability to manage competing priorities
- The ability to work effectively in a team.

There are roles across a variety of subject matters, including but not limited to:

- Accounting and Finance
- Procurement and contract management
- Administration
- Communications and stakeholder Management
- Data, Research and Analysis
- Policy
- Executive Assistant
- Human Resources
- ICT
- Project and Program management
- Regulation and Compliance including risk and assurance management

Selection Criteria

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 the NBA. More information about the ILS and profiles are available at the [Australian Public Service Commission's website](#).

Additional Information

These are Designated Security Assessed Positions (DSAP) at Baseline. 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.

To Apply

To register your interest in NBA's temporary employment register, please submit your current curriculum vitae (CV) and the NBA Cover Sheet to nba.recruitment@blood.gov.au.

We will be in contact with you to discuss further should a vacancy occur.