



**Australian Government**  
**Organ and Tissue Authority**

## Director, Governance and Parliamentary

<b>Classification Level:</b> EL 2	<b>Salary:</b> \$133,559 - \$158,125
<b>Employment Type:</b> Ongoing Full Time	<b>Location:</b> Canberra, ACT
<b>Position Number:</b> 20042825	<b>Security Level:</b> Baseline
<b>Closing Date:</b> Thursday 16 March 2023 at 11:59pm	<b>Contact:</b> Julie Sengelman – 02 5166 6144

### About Us

The Organ and Tissue Authority (the OTA) is a small Commonwealth agency that works in close collaboration with the DonateLife network, states and territories, health clinicians and the community to improve the rates of donation in Australia to enable more people access to lifesaving transplants. The OTA is a statutory authority established by the *Australian Organ and Tissue Donation and Transplantation Authority Act 2008*.

### Position overview

This position leads a small team that is responsible for overseeing parliamentary matters, secretariat support and ensuring the organisation has effective frameworks, policies, and procedures in place to meet the governance and accountability requirements set out in the Public Governance, Performance and Accountability Act 2013 and other related Acts.

The role would suit an experienced and capable person who understands the strategic priorities of the agency, enjoys multi-tasking and managing competing and changing priorities, including providing timely and accurate advice and support to the Chief Executive Officer (CEO), Chief Operating Officer (COO) and employees of the OTA.

### Specific duties

To be successful you will:

- Lead and mentor a small team to deliver governance and parliamentary requirements while investing in the team's capability development
- Lead and drive the delivery of key Ministerial requirements including for the provision of briefs and submissions to the Minister, Senate Estimates briefs, Questions on Notice, Parliamentary inquiries, and Ministerial and CEO correspondence
- Work directly with the OTA Executive to lead the governance for approximately 9 key committees including preparing meeting agendas, papers, and correspondence to internal and external stakeholders.
- Lead and deliver the accountabilities under the PGPA Act on performance reporting including preparation of Portfolio Budget Statements, Annual Report, and Corporate Plan and Strategy.
- Provide expert strategic policy insights to the COO across a broad range of topics
- Maintain a high level of knowledge of relevant legislative and reporting requirements and best practice models

- Develop, implement, and maintain records management for the OTA including whole of government reporting
- Work with Minister's offices and their staff on parliamentary related matters
- Exercise discretion and judgement, including to action tasks within established work practices and priorities and identify priority and sensitive tasks for escalation
- Liaise and build strong working relationships working closely with the OTA teams, with the DonateLife Network and other external stakeholders
- Manage requests under the *Freedom of Information Act 1982*, as the Freedom of Information Officer; personal information and support compliance with the privacy principles contained in the *Privacy Act 1988*; and the requirements of Public Interest and Disclosure
- Develop and implement robust corporate procedures and assist staff and managers within the OTA to understand and follow these procedures
- Adhere to the [APS Values](#), [Code of Conduct](#) and demonstrating capability in line with the APS Integrated Leadership System and Work Level Standards.

## Capabilities

This role requires that you must have experience:

- Working on the provision of parliamentary and governance services in the Australian Public Service context.
- Experience delivering core performance reporting documentation under the PGPA Act.

To be successful in the role you will have:

- A flexible and adaptable approach to your workload and the ability to deliver accurate advice within set timeframes
- A proven ability to lead a small team, while maintaining a high standard of accuracy, attention to detail and reliability
- Excellent administration and organisational skills with the ability to manage competing priorities
- Highly developed oral and written communication skills
- An excellent understanding of whole of government frameworks, policies, and processes
- Strong emotional intelligence with proven ability to form robust and productive working relationships with internal and external stakeholders
- Confidence and ability to make evidence-based decisions, manage risks and make recommendations
- The ability to think strategically and respond quickly and calmly to unexpected demands, demonstrating flexibility, initiative, and diplomacy
- Demonstrate behaviours consistent with the values of our organisation and the Australian Public Service and a commitment to the health, safety, and wellbeing of all employees.

Experience working in a small to medium portfolio agency would be an advantage.

## Eligibility

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The successful applicant must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level.

Commencement of employment is subject to the successful applicant undergoing and satisfying a police history check.

We value diversity in gender, backgrounds, culture and experience of our employees and we are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply. We aim to ensure that all applicants are treated fairly and that they have equal access to job opportunities.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to progress your application for further assessment if you choose to apply under the scheme. You must advise you would like to 'opt in' to participate in the scheme at the time of submitting your application.

Details about the RecruitAbility scheme can be found at the Australian Public Service Commission website – <https://www.apsc.gov.au/recruitability>.

## To Apply

Applicants are required to submit the following to [recruitment@donatelife.gov.au](mailto:recruitment@donatelife.gov.au):

- application cover sheet
- CV
- one page pitch outlining your skills, knowledge and experience against the *Capabilities* component of this advertisement.

Please visit the [Work for Us](#) page of our website for more information about the OTA, our recruitment processes and how to apply. Alternately, you can call the Contact Officer or send us an [email](#).