



Australian Government
Organ and Tissue Authority

Governance Officer, Governance and Parliamentary

Classification Level: APS Level 6	Salary: \$94,737 - \$106,878
Employment Type: Temporary Transfer – full-time or part-time (minimum 22.5hrs per week) Please note: This opportunity is only open to current commonwealth employees	Location: Canberra, ACT
Position Number: 20020020	Security Level: Baseline
Closing Date: Wednesday 14 August, 11:59pm	Contact: Nanette Pritchard – 02 5132 3180

About Us

The Organ and Tissue Authority (the OTA) is a small Commonwealth agency who 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*. The OTA is a non-corporate Commonwealth entity under the *Public Governance, Performance and Accountability Act 2013*.

We are committed to building a positive culture and harnessing our diverse skills, experience and qualities to achieve our purpose. Check out our [APS employee census results](#) or learn more about us and our goals by reviewing the OTA's [Strategy 2022-2027](#).

Position overview

The Governance and Parliamentary team is responsible for delivering the OTA's parliamentary requirements, providing committee governance support for approximately 8 key committees and for the delivery of the OTA's planning and performance framework under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). The team also has responsibility for supporting the OTA's legislative requirements for Freedom of Information (FOI), Public Interest Disclosure (PID) and privacy principles. In addition, the team supports the Chief Executive Officer (CEO) and the Chief Operating Officer (COO), as required.

We are seeking an experienced Governance Officer for a 6-month period (on temporary transfer) to work as part of a small team to deliver the OTA's governance and parliamentary requirements. The successful candidate will be highly motivated and organised, with strong attention to detail and will be capable of meeting tight deadlines. They will have strong written and verbal communication skills, and an ability to apply critical thinking. It will be essential for the successful candidate to be able to work within a small team, work collaboratively across teams, build a professional rapport with a diverse range of stakeholders and have a commitment to producing quality results.

Specific duties

In this role you will:

- Contribute to the delivery of the mandatory reporting requirements under the PGPA Act including the preparation of the OTA's Annual Report, Corporate Plan, Portfolio Budget Statements and regular compliance reporting
- Prepare and coordinate parliamentary documentation including briefings, Senate Estimate Briefs, Questions on Notice and ministerial correspondence
- Support the team in managing the OTA's key committee meetings, including meeting administration, paper coordination, meeting minutes and coordination of interstate travel and accommodation bookings for committee members
- Provide administrative support to the offices of the CEO and the COO as required
- Prepare and coordinate briefs, activities and reports as required for the executive
- Liaise and build strong working relationships working closely with the OTA teams, with the DonateLife Network and other external stakeholders
- Adhere to the [APS Values](#), [Code of Conduct](#) and demonstrating capability in line with the APS Integrated Leadership System and Work Level Standards at the APS6 level

Capabilities

To be successful in the role you will have:

- excellent administration and organisational skills with the ability to manage competing priorities
- highly developed oral and written communication skills
- a good understanding of whole of government frameworks, policies and processes
- experience in the delivery of accountabilities under the PGPA Act, including Annual Reports
- the ability to work independently and within a small team, while maintaining a high standard of accuracy, attention to detail and reliability
- proven ability to form productive working relationships with internal and external stakeholders
- a demonstrated ability to think and deliver on outcomes strategically
- demonstrate behaviours consistent with the values of our organisation and the Australian Public Service
- a demonstrated commitment to the health, safety and wellbeing of all employees.

Experience in committee coordination and secretariat support would be an advantage.

What you'll gain from the experience

This role will provide the opportunity to:

- experience working in a small portfolio agency, where 100% of employees believe strongly in the purpose and objective of the organisation (APS Census results 2023)
- work in a small team with the opportunity to be involved in a broad range of activities
- work with a diverse range of stakeholders, across the DonateLife Network, through the management of the OTAs key governance committees
- see the results of your work reflected in the production of key performance reporting documents
- have hands-on experience in parliamentary processes, including preparation of ministerial correspondence, submissions and briefings and Senate Estimates processes

- work directly with senior executives.

Eligibility

To be eligible for this position you must be:

- an Australian Citizen at the closing date of application
- a current commonwealth employee.

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

Please submit:

- A completed [application cover sheet](#)
- A current copy of your CV
- A short expression of interest of no more than 500 words outlining your skills, knowledge and experience against the role capabilities.

Please visit the [employment](#) page of our website for more information about the OTA, our recruitment processes and how to apply.

Alternately, you can call the Contact Officer, Nanette Pritchard 02 5132 3180 or send us an [email](#).