



Australian Government
Organ and Tissue Authority

Chief Operating Officer

Classification Level: SES Band 1	Salary: \$225,279 – \$271,793 (includes vehicle allowance)
Employment Type: Ongoing – Full Time	Location: Canberra, ACT
Position Number: 20019962	Security Level: Negative Vetting 1
Closing Date: Wednesday, 18 June 2025, 11:59pm	Contact: Belinda Small, Chief Operating Officer, belinda.small@donatelife.gov.au

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

As a member of the Executive, you will work in partnership with the Chief Executive Officer (CEO) to drive the strategic direction of the agency and support the delivery of the national organ and tissue donation program.

The Chief Operating Officer (COO) provides strategic leadership across a diverse and complex set of corporate functions contributing to effective agency leadership, management and governance, with significant responsibility to plan and manage agency resources and linking capability to business planning. The COO also has oversight of the analytics and technology functions that enable the OTA's operational platforms to deliver improvements for the community.

The COO is accountable for creating and driving overall operational synergies across the OTA, ensuring cultural alignment and agency wide initiatives are developed and implemented. The role requires the ability to understand the strategic priorities of the agency, and provide timely and accurate advice to support the CEO, Senior Leadership Team and employees of the OTA. The COO is required to act for the CEO during periods of leave as required.

This role would suit an experienced and capable leader with experience in managing corporate functions, who enjoys multi-tasking and managing competing and changing priorities. This role includes a large variety of functions across a small agency and requires a willingness to contribute to both strategically leading the organisation, as well as the ability to work side by side with teams to achieve outcomes.

This vacancy has arisen due to our current COO leaving the organisation, and we look forward to welcoming someone new into the role.

Specific duties

The COO is accountable for driving the strategic direction, leadership, and management of agency operations.

This role is responsible for the following functional areas:

- Financial management
- Human resources
- Organisational strategy and performance reporting
- Parliamentary and governance
- Data and analytics
- Risk management, fraud and corruption control and business continuity
- Procurement and grants management
- Property and security
- ICT (through a shared services agreement)

Key accountabilities include:

- Providing corporate strategy and efficient and effective corporate services to underpin the OTA
- Providing assurance and compliance with relevant legislation, public sector governance requirements, and alignment with contemporary practice. Including compliance with the PGPA Act and resource management frameworks, whole-of-government reporting and other legislative requirements
- Engaging with external stakeholders including jurisdiction health representatives and DonateLife agencies
- Negotiating funding agreements with state and territory governments and other key partners
- Development of corporate and resourcing strategies to support the operations of the OTA, and address capability and capacity challenges
- Overseeing corporate planning and development of longer-term resource forecasts
- Partnering with other teams to enable organisational outcomes.

Role requirements and capabilities

The COO position requires a highly experienced and motivated leader with a flexible delivery focused approach.

To be considered for this role you must have:

- Executive management experience.
- Experience managing corporate functions within a government agency.
- Demonstrated understanding of agency obligations under the PGPA Act, Commonwealth Resource Management framework, and Australian Public Service (APS) employment frameworks.
- The ability to obtain and maintain a Negative Vetting 1 security classification.

Experience working in a small to medium portfolio agency and relevant tertiary qualifications would be an advantage.

Core capabilities required:

This position requires that you adhere to the: OTA Values of commitment, collaboration, excellence, integrity and innovation; [APS Values](#); [Code of Conduct](#); and demonstrate capability in line with the APS Integrated Leadership System and Work Level Standards at the SES Band 1 level.

Shapes strategic thinking

- A demonstrated track record of people centered leadership able to inspire a strong positive culture.
- Demonstrated expertise in operational management, strategy development and implementation.
- Applies clear judgement to capitalise on innovative alternatives, resolve complex problems and make evidence-based decisions.

Achieves results

- A strong focus on results, resilience and a positive approach to managing emerging issues, including the ability to manage multiple competing priorities.
- Proven ability to deliver on strategic projects including active collaboration and advice in establishing strategic priorities for the organisation.
- High quality organisation and time management skills and the ability to manage competing priorities while maintaining high work standards.

Cultivates productive working relationships

- Strong ability to manage and foster close working relationships with internal and external stakeholders.
- Well demonstrated emotional intelligence, astute judgement and political awareness.
- Fosters teamwork and rewards cooperative and collaborative behaviour.
- Ability to resolve conflict and manage sensitivities.

Communicates with influence

- Ability to present information in a clear, concise and articulate manner.
- Highly developed negotiation and representational experience and skills to represent the OTA at forums with credibility and the ability to inspire confidence.

Exemplifies personal drive and integrity

- Demonstrate resilience and personal accountability for the quality of advice and delivery of results through engaging, collaborating and partnering.
- Proven strategic and proactive approach to professional and organisational development, with the ability to engender enthusiasm and professionalism in others.
- Demonstrate a commitment to the health, safety and wellbeing of all employees.
- Demonstrate behaviours consistent with the values of the APS and the OTA.

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 Negative Vetting level 1 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

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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 APS Commission website – <https://www.apsc.gov.au/recruitability>.

How to apply

Applicants are required to submit the following to recruitment@donatelife.gov.au :

- [application cover sheet](#)
- CV
- one page pitch outlining your skills, knowledge and experience against the specific duties, role requirements and capabilities of this position.

Please visit the [employment](#) page of our website for more information about the OTA, our recruitment processes and how to apply. For role specific questions, please reach out to the Contact Officer.