

## BI & Systems Lead, Analytics and Technology

<b>Classification Level:</b> Executive Level 1 (EL1)	<b>Salary:</b> \$124,953 to \$142,511
<b>Employment Type:</b> Ongoing – Full Time; Part Time	<b>Location:</b> Canberra, ACT
<b>Position Number:</b> 20020007	<b>Security Level:</b> Baseline
<b>Closing Date:</b> 11:59pm, Thursday 26 March 2026	<b>Contact:</b> Kane Deering – (02) 5132 1800

### About Us

The Organ and Tissue Authority (the OTA) is a dynamic, small Commonwealth agency that leads Australia's DonateLife program to increase organ and tissue donation so more Australian's have access to a lifesaving transplant. We work in close collaboration with the DonateLife network, states and territories, hospitals, health clinicians and the community to deliver the DonateLife program. The OTA is a statutory authority established by the *Australian Organ and Tissue Donation and Transplantation Authority Act 2008*.

We are committed to our purpose and positive workplace culture as demonstrated through our strong [APS Census](#) results over the past 4 years.

### Position overview

The Analytics and Technology team delivers a range of data collection, reporting, analysis and analytics functions. The team is also responsible for the development, enhancement, management and security of key national organ donation and transplantation clinical and information systems to support real-time donation activity and to inform policy development and program delivery. The team provides analytical support to internal and external stakeholders across all jurisdictions.

The BI and Systems Lead position is a key role and is vital to supporting the donation and transplantation sector through the delivery of timely and accurate analysis of data.

The role is part of a small, committed team and is responsible for the administration of key clinical information systems, development of data collection strategies, including managing relationships with external data providers and service providers, designing system enhancements to support analytics and the production of timely and insightful analytics to stakeholders responsible for program design and delivery. The role is responsible for the management and analysis of performance data and the provision of high quality written and verbal reports, briefings and minutes.

This fast-paced role would ideally suit an experienced and capable person who enjoys multi-tasking and managing competing and changing priorities including providing timely and accurate reporting and analysis as directed, and the negotiation and management of relationships and contracts with external data providers.

## Specific duties

Working as a member of a small team, you will provide significant support for the OTA's Analytics and Technology functions.

In this role you will:

- Lead complex analysis of data relating to organ donation and transplantation
- Act as system administrator and owner for some of OTA's critical health information systems
- Lead the management and development of OTA's business intelligence program
- Support the development and enforcement of organisational data governance practices and frameworks
- Manage stakeholders through change, resolving conflict and managing sensitivities
- Contribute to the design and realisation of the OTA's future information requirements
- Prepare committee papers and reports
- Undertake other functions as required.

## Capabilities

To be successful in the role you will be able to demonstrate capability in line with the APS [Integrated Leadership System](#) and [Work Level Standards](#) (WLS) at the EL1 Level. The WLS detail 5 characteristics that contain general statements about the broad job requirements, and operating context for each classification level. The OTA seeks candidates who possess the following job specific skills and attributes aligned to the corresponding WLS.

### Relevant skills and experience

- Bachelor's degree in health, data analytics, data science, economics or computer science, or a related field (desirable); or experience in a relevant field (mandatory).
- Strong problem-solving skills, with the ability to extract insights from complex datasets.
- Experience in the use of reporting, business intelligence and analytics software e.g. SQL, Tableau, Microsoft Visual Studio, R, Python or SPSS Modeller.
- Experience administering information systems, ideally in health settings.

### Cultivates productive working relationships

- Builds and sustains relationships with a network of key people internally and externally.
- Proactively offers assistance for a mutually beneficial relationship.
- Anticipates and is responsive to internal and external client needs.

### Communicates with influence

- Highly developed oral and written communication skills.
- Ability to communicate complex statistical information succinctly to a wide range of audiences.

### **Achieves results**

- Establishes clear plans and timeframes for program or project implementation and outlines specific activities.
- Responds in a positive and flexible manner to change and uncertainty.

### **Shapes strategic thinking**

- Focuses strategically and understands the organisation's objectives and aligns operational activities accordingly

### **Exemplifies personal drive and integrity**

- 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.

## **Integrity**

All APS employees are required to comply with the APS [Code of Conduct](#), including to at all times behave in a way that upholds the [APS Values](#) and Employment Principles, and the integrity and good reputation of their agency and the APS. All OTA employees are also required to adhere to the OTA Values of commitment, collaboration, excellence, integrity and innovation.

## **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 people and we are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. We encourage applications from Aboriginal and/or Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disability. 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):

- A completed application cover sheet (located at <https://www.donatelife.gov.au/work-us>)
- A current copy of your CV
- One page pitch outlining your skills, knowledge and experience against the *Capabilities* component of this advertisement.

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