



Australian Government
Organ and Tissue Authority

Chief Executive Officer

Applicant Kit Position Number 20019960

Job Reference Number	VN-0769004
Classification	Statutory Appointment
Job Title	Chief Executive Officer, Organ and Tissue Authority
Location	Canberra, ACT
Status	Specified term up to 5 years
Employment type	Fulltime
Security Clearance	Negative Vetting 1, or eligible to obtain and maintain.
Contact Officer	Name: Karina Duffey, Executive Intelligence Group
	Contact: 02 6232 2200 / admin@execintell.com.au
Applications Close	11.30pm AEST Thursday 14 May 2026

The Organisation

The OTA is an Australian Government statutory agency, established under the *Australian Organ and Tissue Donation and Transplantation Authority Act 2008 (OTA Act)*.

The Organ and Tissue Authority (OTA) delivers a nationally coordinated program to increase organ and tissue donation to improve opportunities for transplantation in Australia.

The national DonateLife program is delivered in partnership with the DonateLife Network, state and territory governments, the donation and transplantation sectors, the eye and tissue sectors, hospitals, community organisations and the public.

The OTA are a small agency within the Australian Government Health, Disability and Ageing portfolio. More about the organisation can be found at [Home | DonateLife](#)

The Role

The Organ and Tissue Authority (OTA), Chief Executive Officer (CEO) is a full-time statutory office holder established under Section 14 of the *OTA Act*. Under the *OTA Act*, the OTA CEO is to be appointed on a full-time basis by the Minister through written instrument.

The functions of the CEO are:

- To determine objectives, strategies and policies to be followed by the Authority in the performance of its functions;
- To ensure the proper, efficient and effective performance of the Authority's functions;
- To manage the administration of the Authority;
- Such other functions as are conferred on the CEO by this Act or any other law;
- To do anything incidental or conducive to the performance of any of the above functions.

The CEO must perform their duties and responsibilities in accordance with the *OTA Act*, in addition to the values and behaviour required of an Australian Public Service employee under the *Public Service Act 1999 (Cth)* and in accordance with the *Public Governance, Performance and Accountability Act 2013*.

It is intended that the next OTA CEO will commence from 1 October 2026 for a term of up to five years.

The OTA and the DonateLife Network were established in 2009 to lead the delivery of the national program, DonateLife, to increase organ and tissue donation rates.

As the OTA CEO, you will be responsible for:

- providing exception leadership and strategic direction to build and maintain organisational capability within OTA and the DonateLife network
- driving the highest standards of performance, behaviour, accountability, integrity and collaboration across the OTA and DonateLife network
- providing strategic advice to Government relating to improving donation and transplantation outcomes
- fostering a culture of professionalism, transparency and respectful engagement with clinicians, stakeholders and donor families
- providing trusted, accessible information to the public on donation and transplantation outcomes
- supporting nationally consistent approaches to donation and transplantation
- maintaining strong relationships with the DonateLife network and state and territory governments
- exercising stewardship of public resources, ensuring sustainable capability, robust governance, and enduring organisational culture.

Core Selection Criteria

When considering applicants, Selection Advisory Panels will seek evidence of performance against each of the criteria. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviors that underpin them.

Applicants must demonstrate extensive experience in a senior management or senior executive role.

In addition to satisfying the core selection criteria, the successful candidate will also have substantial expert and policy advisory experience and a sound understanding in providing advice to Government.

In addition to meeting the eligibility criteria as set out below, applicants will need to meet the following agency head selection criteria consistent with the Guide on Merit in the APS and Australian Government Appointments Framework for statutory appointments:

- Demonstrates high level leadership and vision
 - sets a strategic vision and inspires others to achieve this
 - innovative in dealing with issues
 - articulates a clear direction for their organisation
- Manages large and/or complex operations
 - achieve results within the context of organisational and/or Government policy
 - strong people management skills
 - strong financial management, ensuring efficient, effective and ethical use of resources
 - understanding of and commitment to quality organisational governance
- Works with others to meet objectives
 - operates collaboratively with others to meet organisational objectives
 - cultivates productive relationships
 - listens to people and values different perspectives
- High level of judgement
- Demonstrates a high standard of professional and personal integrity, empathy and capacity to promote these in an organisation

Remuneration

Remuneration is determined by the Remuneration Tribunal.

Assistance with Relocation

Assistance with removal expenses and/or short-term accommodation assistance may be provided if interstate relocation is involved.

RecruitAbility Minimum Requirements

RecruitAbility applies to all departmental vacancies. The minimum requirements for this role are listed under the heading 'Roles Overview' above. For more information, please visit the APSC website.

Eligibility

Citizenship – to be eligible for appointment, applicants must be an Australian citizen.

Security clearance – this position requires a **Negative Vetting Level 1** security clearance. You will be required to obtain and maintain a clearance at this level.

Conflict of Interests – applicants must not have any interests, pecuniary or otherwise, that conflict or could conflict with the proper performance of the Authority's functions.

AI and your application

We recognise you may use artificial intelligence (AI) to help prepare your application.

Throughout the recruitment process you should truthfully reflect your own experiences and what skills you bring to the role.

Our assessment process will be designed to assess your unique skills and fit for the role.

We encourage you to express your genuine self, using your own words. Using AI is not about creating a persona that is not you.

Personal Interest Declaration

All applicants are required to complete the **Personal Interest Declaration**. This form is located at the end of this Candidate Information Pack and has also been uploaded to the vacancy as a separate form. Once completed the Personal Interest Declaration can be uploaded with your CV into your application.

How to Apply

Your application will be assessed on your ability to demonstrate that you possess, or have the real potential to develop, the required skills, knowledge and experience to perform the role.

These requirements are based on the information provided as part of the job advertisement.

All applications are to be submitted through Executive Intelligence Group's online application system.

Your application should include a CV and a statement of claims (a short 'pitch' of approximately 1000 words) drawing out why you are interested in the role, what you offer the Organ and Tissue Authority, your skill set, relevant career history, achievements, and your leadership attributes. In addition, please also provide the details of at least **2 referees** who can comment directly on your work and capability.

In addition to submitting your CV and a statement of claims, you will be required to fill in some additional fields in the online application form. These include areas such as Key areas of expertise, Major Achievements, Staff Management and Budget Management.

About Executive Intelligence Group

Executive Intelligence Group is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation, you require further information please contact **Karina Duffey on (02) 6232 2200**.

Applications must be submitted through the Executive Intelligence Group website.

How to apply

Executive Intelligence Group accepts applications via our website.

When you apply, your details will be saved in your personal, confidential account. Should you apply for any future roles through us, you will not have to re-enter this information. If at any time your personal details change you can update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here:

<https://executiveintelligencegroup.com.au/privacy-policy/>.

Important things to note:

- When you apply, you will be asked to declare that all information provided in your application is complete at the time of application lodgement, accurate and not misleading, and that you have disclosed any matters relevant to your suitability, including any changes to your current role/employment arrangements, noting that integrity checks may be undertaken by the client and that a lack of transparency may result in your application being deemed unsuitable. When you apply for the first time, please create an account and make a note of your username and password;
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for EVERY vacancy you are interested in - submitting one application does NOT mean you will automatically be considered for other vacancies with Executive Intelligence Group.
- You will be required to include the details your statement of claims / pitch directly into the online application form. You do not need to upload your statement of claims / pitch as a separate document / file. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed.
- Please have your current CV ready to upload in a single document. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once your application is submitted you will not be able to make any changes;

- Once you have submitted your application, you will receive an automated email. In the event that you do not receive an automated email confirming your application has been submitted please ensure you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and
- If at any time, you wish to withdraw from this process you will need to send an email to admin@execintell.com.au to let us know. You are unable to withdraw your application directly from the website.

We can be contacted on 02 6232 2200 or admin@execintell.com.au.

Please note: our office hours are Monday – Friday between 9.00am and 5.00pm. If you have any queries on the advertised position/s or how to apply, please contact us during these times and before applications close.

How to apply online:

1. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);
2. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
3. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
4. Read the information about applying and press 'Start';
5. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
6. From here you will be guided through an online application form;
7. At the end of the form you will be prompted upload your CV. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your CV in PDF format, we are also able to accept documents in Word format.
8. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
9. Submit your application; and
10. You will receive an automatic email with a copy of your application.

PRIVATE INTERESTS DECLARATION

PROPOSED POSITION & ORGANISATION	Chief Executive Officer Australian Organ and Tissue Donation and Transplantation Authority
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Please answer the following questions by circling the reply that applies to your personal circumstances. **If you answer “yes” to any question, please provide details in the provided attachment to this form, signed and dated.** Please note that answering “yes” to any question does not necessarily preclude you from being appointed. Your response will be treated as confidential and will only be used for purposes connected with this proposed appointment.

1. Do you have any disclosable criminal convictions, i.e. convictions as an adult that form part of your criminal history other than those protected by the Spent Convictions Scheme (see Part VIIC of the <i>Crimes Act 1914</i>)?	Yes / No
2. Are you, or have you been, the respondent or defendant in any civil or criminal court action (including as a company director or other office holder)?	Yes / No
3. (a) Have you ever been declared bankrupt, entered into a debt agreement under Part IX of the Bankruptcy Act 1996 (the Bankruptcy Act) or entered into a personal insolvency agreement under Part X of the Bankruptcy Act? (b) If you are in a partnership, have any of your partners ever been declared bankrupt, entered into a debt agreement under Part IX of the Bankruptcy Act or entered into a personal insolvency agreement under Part X of the Bankruptcy Act?	Yes / No Yes / No
4. Has any business or commercial enterprise for which you, or if applicable your partner(s), have had responsibility ever gone into receivership or a similar scheme or arrangement?	Yes / No
5. During the last 10 years have you, or if applicable your partner(s), been the subject of a court order in connection with monies owing to another party?	Yes / No
6. Have you ever been summonsed or charged concerning non-payment of tax or outstanding tax debts, investigated for tax evasion or defaults, or negotiated with the Australian Taxation Office over outstanding tax debts?	Yes / No
7. Have you ever been the subject of a complaint to a professional body which has been substantiated, or is currently under investigation? Have you been subject to a formal conduct investigation? (if yes, please provide details).	Yes / No
8. Have you ever been dismissed from employment because of a discipline or misconduct issue?	Yes / No
9. Are you the director of a company, sit on a board of any organisation, or hold any other professional roles or Commonwealth roles (including advisory)? <u>If yes, please provide details in the following page (please include all bodies including not-for-profit).</u>	Yes / No
10. Do you or your immediate family have any financial interest in any company or business, or are you or your immediate family employed or engaged by any company or business, which might have dealings with, or an interest in the decisions of, the office to which you may be appointed? If yes, include advice in a separate attachment on how this conflict of interest would be managed.	Yes / No
11. Are you a lobbyist registered on the Australian Government's Lobbyists Register or the register of a state or territory? If yes, please provide details in a separate attachment.	Yes / No
12. Are you currently employed by the Commonwealth, the Administration of a Territory, or a public statutory corporation or incorporated company owned by the Commonwealth on a full-time/part-time basis? If yes, please provide details.	Yes / No
13. Is there any other information which could be relevant to your suitability for the appointment? (if yes, please provide details).	Yes / No

ASSURANCE

I advise that to the best of my knowledge my private, business and financial interests, including taxation affairs, would not conflict with my public duties or otherwise cause embarrassment to myself or to the Government during my term of appointment.

I also undertake to advise the responsible minister should a situation arise in the future which might cause a conflict of interest with my responsibilities under this appointment.

.....
Name

Signature

Date

PRIVATE INTERESTS DECLARATION - ATTACHMENT

PROPOSED POSITION & ORGANISATION	Chief Executive Officer Australian Organ and Tissue Donation and Transplantation Authority
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Please provide details for all 'yes' answers to any question on the Private Interests Declaration form. Please detail how any conflict(s), actual or perceived, will be managed if appointed. Please note that responses to Q12 may be relevant to remuneration payable for part-time appointments with reference to section 7(11) of the *Remuneration Act 1973*. The Act provides that a person is not entitled to remuneration for part-time appointments when holding certain full-time employment, engagement or appointment. Your responses will be treated as confidential and will only be used for purposes connected with the proposed appointment.

Please provide any conflict of mitigation strategy(ies) for all directorships, board and professional roles, as well as any matters noted under Question 13 on the previous page.

QUESTION	DETAILS <u>WITH</u> CONFLICT MITIGATION STRATEGY
	[Note to applicants: - when providing details of directorships, board memberships and all other professional roles please ensure your declaration here matches the list of current roles held as listed on your provided curriculum vitae - please remove this text when completing this form]

ASSURANCE

I declare that to the best of my knowledge, the information provided above is true and correct.

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Name	Signature	Date
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