



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

## Administration Officer, Corporate Services

<b>Classification Level:</b> APS Level 5	<b>Salary:</b> \$78,674 - \$83,038
<b>Employment Type:</b> Non-Ongoing – Full Time or Part time	<b>Location:</b> Canberra, ACT
<b>Position Number:</b> 20019971	<b>Security Level:</b> n/a
<b>Closing Date:</b> Sunday 19 September 2021 – 11:59pm	<b>Contact:</b> Julie Sengelman – 02 51566144

### 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 Act sets out the primary functions of the OTA; the responsibilities of the OTA Board (established 1 July 2017); and the Chief Executive Officer. The OTA is a non-corporate Commonwealth entity under the *Public Governance, Performance and Accountability Act 2013*.

### Position overview

The Administration Officer is responsible for providing administrative services to support the function of the Corporate Services team. The Corporate Services team provides core business support services through the provision of people management, financial management, internal and external audit, contract management, governance and parliamentary services, as well as implementing a wide range of activities to ensure effective service delivery to both internal and external stakeholders.

The successful candidate will be highly motivated and organised, with good writing skills and attention to detail and will be capable of working to deadlines. They will have good verbal communication skills, and an ability to contribute to problem solving. It will be essential for the successful candidate to be able to work within a small team, work collaboratively across teams, and be adaptable to changing priorities.

This role is available full-time or part-time on a non-ongoing basis of 18 months. Applicants are welcome to discuss any flexibility in working hours required with the contact officer.

## Specific duties

Working as a member of a small team, you will provide operational and administrative support and perform a range of duties. In this role you will:

- provide administrative support to the OTA's Corporate Services team
- assist with procurement and funding administration
- complete accounts payable and receivable processes
- contribute to reporting requirements including project and risk reporting
- coordinate meeting bookings which includes room set up and any catering requirements as required, as well as the pack up of the room at the end of the meeting
- analyse information and research whole of government policy and its application
- liaise and build strong working relationships with internal and external stakeholders
- provide general office management duties and perform adhoc duties as required
- 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 APS 5 level

## Capabilities

To be successful in the role you will possess:

- enthusiasm and a positive attitude to learning new skills
- the ability to work within a small team and provide support
- good writing skills and attention to detail
- the ability to manage and foster close working relationships with internal and external stakeholders
- the ability to apply analytical and problem solving skills to day to day work
- good organisation and time management skills and the ability to manage competing priorities while maintain high work standards
- the ability to respond to urgent tasks and adapt to a changing environment
- 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

## 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 not required to address individual selection criteria. Applicants are asked to provide a comprehensive one page statement outlining your skills, knowledge and experience against the *Capabilities* component of this advertisement. Your statement should align with the core capabilities of the APS5 Integrated Leadership System.

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 or send us an [email](#).