



## Duty Statement

<b>Position:</b>	<b>Engagement Officer</b>
<b>Location:</b>	<b>Canberra</b>
<b>Status:</b>	<b>Contract</b>
<b>Salary:</b>	<b>Circa \$85,000-92,265 gross (Full-time) – depending on experience, plus 9.5% superannuation and salary sacrifice options</b>
<b>Reports to:</b>	<b>Workforce Development Manager</b>

The role is an identified position open to Aboriginal and Torres Strait Islander candidates only. This is intended to constitute a special measure in line with the Discrimination Act 1991 (ACT) subsection 27 (1)(b) and the Racial Discrimination Act 1975 (Cth) subsection 8(1).

### Our Organisation

Indigenous Allied Health Australia Ltd. (IAHA) is a national not for profit, member based Aboriginal and Torres Strait Islander allied health organisation. IAHA was established in 2009, from a network of committed allied health professionals and is now a registered company limited by guarantee. IAHA is a vibrant organisation, with total membership growing at 20-30 per cent pa, with a wide range of active partnerships and whose input and collaboration is being sought from an increasing array of stakeholders.

IAHA values people working to improve the health and wellbeing of Aboriginal and Torres Strait Islander people, especially where those efforts recognise Indigenous concepts of health and wellbeing, including a holistic approach to health care; the value of education and other social determinants; the right to self-determination for Aboriginal and Torres Strait Islander people; their cultures, spirituality and traditions of wellness and healing. This approach inspires us to work collegiately. In line with this, IAHA's vision is that:

*All Aboriginal and Torres Strait Islander people and future generations are healthy, strong, thriving and self-determined.*

IAHA focuses on four strategic areas of work:

- Supporting and engaging our IAHA Membership;
- Growing the Aboriginal and Torres Strait Islander allied health workforce through access and entry, effective pathways, promotion and support for allied health careers, skill development and retention;
- Transforming the allied health and wider workforce by building culturally safe and responsive health and education systems;

- Leading in the Indigenous health and allied health sectors to ensure Aboriginal and Torres Strait Islander led solutions and approaches to policy and program development.

IAHA has a small Secretariat based in Canberra, with a remote office in Katherine NT, supporting a Board of Directors and over 1500 members nationally, including representation across 28 allied health professions: allied health, physiotherapy, speech pathology, occupational therapy, pharmacy, audiology, dental, oral therapy, podiatry, social work, psychology, social welfare, mental health, public health, nutrition, dietetics, chiropractic, osteopathy, orthotics, prosthetics, exercise science, exercise physiology, paramedics, counselling, orthoptics, radiography, sonography, medical radiation. IAHA has several membership categories, including: Full Graduate and Full Student members who are Aboriginal and/or Torres Strait Islander people who have graduated from or are studying an allied health degree; Associate members (individuals and organisations) who share IAHA's vision and support our activities. Aboriginal and Torres Strait Islander people make up around 65 per cent of our total membership.

IAHA's growth has necessitated development of a range of revenue-generating activities in order to support members and promote our objectives. This is a key current area of focus for the organisation.

Further information on IAHA, our membership, activities and projects can be found on our website: [www.iaha.com.au](http://www.iaha.com.au)

### Salary Packaging

As IAHA is recognised by the Australian Tax Office as a Health Promotions Charity, salary packaging is available to all employees. This has the benefit of enabling employees to increase their disposable income through reduced taxation liabilities. In line with the Indigenous Allied Health Australia (IAHA) Salary Sacrifice Policy, the option to salary package is guaranteed only while IAHA retains its public benevolent institution (PBI) status.

### Working Conditions

Whilst the hours of work are normally 37.5 hours a week, a flexible approach is expected due to the nature of this position, as working additional time to fulfil your responsibilities may be required on occasions including some weekend hours.

In line with the IAHA Leave Policy, employees are entitled to flex time as approved by the Direct Supervisor or the Chief Executive Office prior to undertaking the additional hours.

### Purpose of Position

The Engagement Officer is a key member of the Indigenous Allied Health Australia (IAHA) team and provides support to the Workforce Development Manager, senior IAHA Managers and the Board of Directors primarily in community and educator engagement and membership support activities. IAHA's membership is growing at 25-30 per cent per annum. Our member support and the quality and strength of our relationships with health educators, universities, students and other stakeholders is crucial to growing the size and capacity of the Aboriginal and Torres Strait Islander allied health workforce. This is both a hands-on, active and diverse role as well as an opportunity to develop strategic engagement skills that deliver on IAHA's goals.

### Duties

The duties of the Engagement Officer may include, but are not limited to:

1. Contributing to development and delivery of projects to promote the health and wellbeing of Aboriginal and Torres Strait Islander people, particularly in relation to allied health.

2. Implementing and coordinating member support, professional development and engagement strategies.
3. Working closely with the Workforce Development Manager and other team members to enhance support for members and implement targeted and effective communication, promotional tools and resources to enable engagement.
4. Working closely with the Workforce Development Manager to establish, develop and promote positive and culturally safe and responsive education environments, supports and curricula in universities and other education (including clinical) settings.
5. Liaising and coordinating activity with a wide range of partners and stakeholders, across Government, non-Government, community and corporate sectors, including both Indigenous and non-Indigenous health, educational, research, professional and service delivery bodies.
6. Representing and promoting IAHA at community events, expos, forums and seminars particularly around IAHA activities, membership, and allied health careers.
7. Coordinating and supporting IAHA's student support and representational activities.
8. Managing the IAHA membership register, ensuring data is accurate, up-to-date, secure and supports member engagement activity.
9. Managing Student and Graduate scholarship and bursary initiatives, including reporting and promotion.

#### Selection Criteria

1. Proven ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander individuals, students, professionals and communities.
2. High level knowledge of the social and economic policy environment in Australia and its impact on the health and wellbeing of Aboriginal and Torres Strait Islander people and communities.
3. Demonstrated experience in one or more of the following: community engagement, community development, project management, training and education.
4. Well-developed organisational, leadership and negotiation skills and the capacity to promote IAHA's objectives and priorities with key, including senior, stakeholders in university and other settings.
5. Well-developed oral and written communication skills including effective representation and negotiation with diverse stakeholders.
6. Well-developed IT skills including use of databases and communications media.
7. The ability to work as a member of a small team, including staff supervision capacity, to achieve agreed outcomes.

#### Desirable Criteria

1. Tertiary qualifications in social sciences, health, education or extensive equivalent work experience
2. Experience in working with Customer Relationship Management tools. Knowledge of Quickbase would be an advantage.