



Duty Statement

Position:	Business Manager
Location:	Canberra
Status:	Up to three-year Contract
Salary:	Up to \$128,000 gross (full time), including superannuation, plus salary packaging options
Reports to:	Chief Executive Officer

Aboriginal and Torres Strait Islander candidates who meet the selection criteria are strongly encouraged to apply.

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 well-being, 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'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

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

The hours of work are normally 37.5 hours a week, however a flexible approach is expected due to the nature of the work and position. As a senior IAHA staff member, the Business Manager may be required to work additional hours on occasions to fulfil responsibilities, including some weekend hours.

In line with the IAHA Leave Policy, senior employees are entitled to time in lieu as approved by the Direct Supervisor or the Chief Executive Office prior to taking leave.

Purpose of Position

The Business Manager is a new position and will be a key member of the Indigenous Allied Health Australia (IAHA) team. The Business Manager will provide high quality and timely support to the CEO and secretariat, members and the Board of Directors, particularly to:

- strengthen and diversify IAHA's income generation capacity, enabling growth in membership, services to support them and organisational impact;
- manage IAHA's corporate support functions, finance and human resources management, reporting, contract and procurement management, and information management; and
- provide oversight of functions and support to the Chief Executive Officer and Board of Directors in relation to corporate governance and compliance activities.

Duties

The Business Manager's duties may include, but are not limited to:

- Contributing to and coordinating development of IAHA's commercial business activities, opportunities for growth and ongoing viability, including partnership development to support those activities.
- Providing high level administrative support to the CEO, the COO and IAHA Board of Directors on key IAHA business activities, corporate services management, risk management, compliance and legislative requirements.
- Developing and implementing business planning and capability development activity, monitoring, evaluation and quality improvement processes.
- Managing the Board Secretariat functions including coordination of briefings, papers, meetings, minutes and actions.

- Managing the IAHA Governance Charter including developing and implementing relevant operational and governance policies and procedures.
- Managing and supporting the Finance, Audit and Risk Committee including coordination and administration for meetings and reporting.
- Under direction of the CEO and/or COO, oversee financial management, budgeting, reporting, forecasting, compliance and audit preparations working with the company Accountant and Auditor.
- Undertaking contract and procurement management.
- Manage the organisation's human resources operations including staff contracts, staff leave records, personnel records, grievances and staff development.
- Developing and implementing human resource compliance, policies and procedures.
- Producing / contributing to funding submissions, proposals and reports for management and Board.
- Supervision of staff and contractors undertaking IAHA business.
- Representing IAHA at high level meetings, forums and advisories where required.

The Business Manager will oversight and supervise staff engaged in a range of functions, including:

- Business development, tendering and procurement
- Office & finance management
- Administrative support
- Executive assistance
- Communications and events
- Compliance and reporting
- Projects (as required).

Selection Criteria

Essential

1. Demonstrated experience communicating effectively and sensitively with Aboriginal and Torres Strait Islander people, stakeholders and communities.
2. Demonstrated experience in business development and planning and/or strategic financial management, including budget forecasting and the use of financial accounting software.
3. Tertiary qualifications and/or equivalent demonstrated experience in one or more of the following: business management, business administration, accounting, economics or equivalent.
4. Demonstrated capacity to identify, develop, build support for and coordinate business opportunities in line with IAHA's values and priorities.
5. Highly-developed communication, leadership and negotiation skills with a proven capacity for constructive stakeholder relationship and partnership management across government, non-government and/or corporate sectors.

6. Highly-developed and demonstrated conceptual, analytical and organisational skills within the business/commercial environment.
7. Demonstrated experience in managing a small team in pressure situations to meet tight timeframes.

Highly Desirable

8. Experience working in an Aboriginal and/or Torres Strait Islander organisation,
9. Recent experience in a management position.
10. Experience in strategic business planning, quality improvement, governance and reporting processes.
11. An understanding of the national health policy environment.
12. Ability to travel extensively when required including rural and remote locations.

