



## DUTY STATEMENT

<b>Position:</b>	<b>Research Officer</b>
<b>Location:</b>	<b>Canberra, ACT 2600</b>
<b>Status:</b>	<b>0.4 FTE contract until 30 June 2021.</b>
<b>Salary:</b>	<b>\$76,009 - \$82,200 gross (pro-rata) plus 9.5% superannuation</b>
<b>Salary Packaging:</b>	<b>Available</b>
<b>Directly Reports to:</b>	<b>Director, Policy and Research</b>

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### 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'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

The hours of work are normally 15 hours a week, however a flexible approach is expected due to the nature of the work and position. As a IAHA staff member, the Research Officer may be required to work additional hours on occasions to fulfil responsibilities.

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 taking leave.

### Purpose of Position

The Research Officer is a key member of the Indigenous Allied Health Australia (IAHA) team and provides support to the Secretariat and the Board of Directors through undertaking research and policy activities such as specific projects, Indigenous health and wellbeing policy and evidence, allied health workforce policy and research, project evaluation and monitoring. This position also provides secretariat support to the IAHA Research Advisory Group and other key stakeholders.

IAHA policy and research is essential to transforming the Australian health and education system and provides an evidence base for allied health workforce policy and professional development. It supports IAHA members to be engaged in policy and research projects that are meaningful and translatable to their situation, community and organisation.

### Duties

The **Research Officer** duties will include but not limited to:

1. Contributing substantially to the development and implementation of policy initiatives in relation to improving the health and wellbeing of Aboriginal and Torres Strait Islander people, with a particular focus on allied health.
2. Coordinating resources and working effectively with colleagues to achieve the delivery of policy and research outputs on time and within budget, including identifying potential sources of funding.
3. Contributing to high quality and timely reports, briefs, papers are provided to the Executive, Board of Directors and Funding Bodies as required.
4. Providing input into strategic business activities and programs, evaluation and quality improvement processes.
5. Preparing and contributing to high quality and informative research and related projects.
6. Providing administration and support to the IAHA Research Advisory Group including minute taking, agendas, paper preparation, and coordination.

7. Undertake discrete projects as required by management and/or the Board of Directors that contribute to the IAHA strategic priorities.
8. Undertake other duties as directed.

#### Selection Criteria

1. Experience in working effectively and sensitively with Aboriginal and Torres Strait Islander peoples, organisations and diverse stakeholders.
2. A good understanding and 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 preparing written submissions, papers, research grant applications and/or research documents including ethics applications.
4. Demonstrated high level written and oral communication skills.
5. Well-developed conceptual, analytical and IT skills.
6. Demonstrated experience working in policy development and/or research within health or related sector.
7. Demonstrated high level organisational and team work skills within a fast paced and innovative environment.

#### Desirable

1. Tertiary qualifications in health, education, social sciences or related field or equivalent experience.
2. Ability to travel across Australia including rural and remote location may be required.