



DUTY STATEMENT

Position:	Senior Project Officer
Location:	Canberra, ACT or Darwin, NT preferred. Remote working arrangements may be considered for suitable applicants based elsewhere in Australia
Status:	Ongoing position, subject to review by June 2022.
Salary:	\$85,088-\$95,993 gross (full-time) plus 9.5% superannuation
Salary Packaging:	Available
Directly Reports to:	Director, Strategic Policy and Research

Organisational Environment

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 appreciates all people working in Indigenous health and values the holistic approach to health care and education, in respect of Aboriginal and Torres Strait Islander people, their culture, spirituality, traditional healing, inspiring us to work collegiately in following our vision that:

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

The key strategic areas of our work include:

- Supporting and engaging our IAHA Membership;
- Growing the Aboriginal and Torres Strait Islander allied health workforce through career pathways and promotion of allied health careers;
- Transforming the allied health and wider workforce through building a culturally safe and responsive health and education system;
- 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 currently has a small Secretariat based in Canberra supporting a Board of Directors and over 2000 student and graduate members nationally across 29 allied health professions including 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, pathology.

Further information on IAHA and our projects can be found on our website: www.iaha.com.au

Salary Packaging

As IAHA is recognised by the Australian Tax Office as a public benevolent institution (PBI), a charity whose main purpose is to relieve poverty, sickness, suffering or disability we can offer salary packaging to all employees. This is of benefit to the employee in terms of increased disposable income because of reduced taxation payments. In line with Indigenous Allied Health Australia (IAHA) Salary Sacrifice Policy, the option to salary package is only guaranteed as long as IAHA retains the 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 Officer prior to undertaking the additional hours.

Purpose of Position

The Project 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 activities related to the application and development Indigenous health and wellbeing policy and evidence, allied health workforce policy, strategic communications, project monitoring, stakeholder engagement, evaluation and continuous quality improvement across a broad range of projects.

IAHA's policy and research activities are essential to transforming the Australian health and education system applying and extended the evidence base for allied health workforce policy and professional development. It also supports IAHA members to be engaged in policy and projects that are meaningful and translatable to their context, community, and the organisation.

Duties

The **Senior Project Officer** duties will include but not limited to:

1. Contributing to the development and implementation of initiatives in relation to improving the health and wellbeing of Aboriginal and Torres Strait Islander people, with a particular focus on the allied health workforce.
2. Using resources effectively and work with colleagues to achieve the delivery of project outputs on time and to a high standard, including identifying sources of potential funding and preparing grant or funding applications.
3. Contributing to the development high quality and timely reports, briefs, papers and presentations to be provided to the Executive or Board of Directors as required.
4. Developing and maintaining good working partnerships with a wide range of stakeholders in Government, non-Government and corporate sectors including Indigenous and non-Indigenous health, research and educational bodies and allied health professional associations.
5. Representing IAHA at meetings, conferences, fora and seminars as required.
6. Engagement in operational planning, evaluation and quality improvement processes, including analysis to identify emerging issues and priorities.
7. Undertake, coordinate and deliver member engagement activities including evaluation, monitoring and analysis.
8. Preparing and contributing to high quality and informative responses to national submissions, reviews and other key consultative measures.
9. Coordinating and producing documents and publications of a high quality in collaboration with staff, members and stakeholders.



10. Supporting IAHA to undertake ethical research at the highest level of cultural integrity and in line with NHMRC, Lowitja and other similar organisations, guidelines for working with Aboriginal and Torres Strait Islander peoples.
11. Undertaking discrete projects as required by management and/or the Board of Directors that contribute to the IAHA strategic priorities.
12. Undertaking 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. 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 delivering quality and timely operational and business outcomes in line with the strategic direction of the organisation.
4. Demonstrated high level oral communication and negotiation skills.
5. Demonstrated experience working in a project management role within the Indigenous affairs and/or health or associated sector.
6. Demonstrated high level organisational and teamwork 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.