



### Duty Statement

<b>Position:</b>	<b>Project Support Officer</b>
<b>Location:</b>	<b>Canberra ACT</b>
<b>Status:</b>	<b>Long-term contract</b>
<b>Salary:</b>	<b>\$74,518 - \$94,110 gross (full-time) – depending on skills and experience</b> <b>Plus 9.5% superannuation and salary sacrifice options</b>
<b>Reports to:</b>	<b>Academy Partnership Manager</b>

***These roles are identified positions 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 around 20 per cent per annum, with a wide range of active partnerships and whose input and collaboration is being sought from an increasing array of professional, government and community 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 remote offices in Katherine and Darwin in the NT, supporting a Board of Directors and over 2000 members nationally. Our membership includes representation from 29 allied health professions.

IAHA supports Aboriginal and/or Torres Strait Islander people who have graduated from or are studying an allied health degree and other individuals or organisations who share IAHA's vision and support our allied health activities. Aboriginal and Torres Strait Islander people make up around 65 per cent of our total membership.

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

While the hours of work are normally 37.5 hours a week, a flexible approach is expected due to the nature of these positions. It may be necessary on occasions to work additional time to fulfil your responsibilities, including some weekend hours.

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

#### Location

Project Support Officer position will be based in Canberra. Some travel will be required, including remote and interstate travel.

#### Purpose of Positions

The Project Support Officer positions are important members of the IAHA team and will play a crucial role in ensuring that IAHA project activities are focussed, engage with and have the support of community and other key stakeholders.



They will form part of a new team that will focus on health promotion, education and learning, Aboriginal and Torres Strait Islander student support, community engagement and project development focussed on establishing and progressing innovative education and career development pathways, notably IAHA Health Academies for Aboriginal and Torres Strait Islander people. Projects emphasis culturally safe and responsive education and learning from school to VET and/or university training and into skilled employment.

### **Duties**

ACT Project Support Officer duties may vary depending on the specific focus of the role. Duties may include most, and potentially all, of the following:

1. 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, professional and service delivery bodies.
2. Contributing to the development and delivery of projects to promote education and health workforce development with Aboriginal and Torres Strait Islander people.
3. Developing and maintaining relationships with Aboriginal and Torres Strait Islander high school students, university students, communities, organisations and stakeholders to successfully deliver the IAHA National Aboriginal and Torres Strait Islander Health Academies across ACT.
4. Facilitating and supporting curriculum and teaching in allied health across the VET sector particularly within a School Based Traineeship program.
5. Navigation and coordination of VET sector training and education to employment opportunities in the allied health, Indigenous health, aged care, disability and/or community services sectors.
6. Representing and promoting IAHA and activities to communities, schools, universities and stakeholders.
7. Undertaking project evaluation, monitoring and analysis for continuous improvement to meet the needs and aspirations of our members and communities.
8. Providing high quality and timely reports to senior staff, including the CEO and Board of Directors as required.
9. Other duties as directed.



### Selection Criteria

1. Demonstrated experience in community engagement with Aboriginal and Torres Strait Islander peoples, communities and stakeholders.
2. Knowledge of the social and economic circumstances and the policy environment in Australia and how they 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: Indigenous community development, project management, health promotion, training and/or education.
4. Well-developed organisational skills, interpersonal and negotiation skills with the capacity to promote IAHA's objectives and priorities.
5. Well-developed oral and written communication skills including effective representation and negotiation with diverse stakeholders and writing for different audiences on various platforms, e.g. training resources, policy.
6. Ability to work effectively and collaboratively in a fast-paced team environment and to balance multiple tasks and competing priorities.
7. Demonstrated knowledge of the education and training sector including adult learning and/or program development, especially in relation to Aboriginal and Torres Strait Islander health and wellbeing context.

### Desirable Criteria

- Tertiary qualifications in community development, health, allied health, education, training or related disciplines or equivalent experience within an Aboriginal and Torres Strait Islander setting.