



## DUTY STATEMENT

<b>Position:</b>	<b>Senior Policy Officer</b>
<b>Location:</b>	<b>Canberra, ACT preferred remote options considered</b>
<b>Status:</b>	<b>12 month contract with possibility of extension</b>
<b>Salary:</b>	<b>Up to \$97,912 gross (Full-time) plus 10% superannuation with salary packaging options available</b>
<b>Directly Reports to:</b>	<b>Director, Strategic Policy and Research</b>

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### 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 thriving in ongoing connection to: self, spirit, and place.*

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 primarily based in the National Office in Canberra, supporting a Board of Directors and over 1350 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, and medical radiation.

Further information on IAHA and our 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 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 Office prior to undertaking the additional hours.

## Purpose of Position

The **Senior Policy Officer** is an important member of the Indigenous Allied Health Australia (IAHA) team and provides high level support to the IAHA Executive and, through them, the Board of Directors, progressing key policy and research related initiatives.

## Duties

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

1. Contributing substantially to the development and implementation of policy and research initiatives in relation to improving the health and wellbeing of Aboriginal and Torres Strait Islander people, with a particular focus on allied health.
2. Managing resources and working effectively with colleagues to achieve the delivery of policy, project and research outputs on time and within budget.
3. Contributing to high quality and timely reports, briefs, papers, and presentations are provided to the Executive, Board of Directors and funding bodies as required.
4. Developing and maintaining good working partnerships with a wide range of stakeholders in Government, non-Government and corporate sectors including Aboriginal and Torres Strait Islander and non-Indigenous health, research and educational bodies and allied health professional associations.
5. Representing IAHA at high level meetings, conferences, fora and seminars as required.
6. Providing input into strategic business planning, evaluation and quality improvement processes.
7. Ensuring up to date information and data directly related to the IAHA policy agenda, national workforce and national Aboriginal and Torres Strait Islander policy platform is maintained and accessible.
8. Preparing and contributing to high quality and informative responses to presentations, national submissions, reviews, and other key consultative measures.
9. Coordinating and producing other policy documents and publications of a high quality in collaboration with staff, members, and stakeholders.

## Selection Criteria

1. Experience in working effectively and sensitively with Aboriginal and Torres Strait Islander peoples, organisations and diverse stakeholders.
2. Well-developed 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 high level written submissions, papers, policy and/or research documents.
4. Demonstrated high level written and oral communication skills.
5. Well-developed conceptual, analytical and IT skills.
6. Demonstrated experience working in health and/or Aboriginal and Torres Strait Islander affairs.
7. Experience in policy development and/or project management.

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.