



## Duty Statement

<b>Position:</b>	<b>Project Support Officer</b>
<b>Location:</b>	<b>Sydney NSW</b>
<b>Status:</b>	<b>Long-term contract</b>
<b>Salary:</b>	<b>\$74,518 - \$94,110 (full-time) – depending on skills and experience</b>
<b>Reports to:</b>	<b>Academy Partnership Director</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 1977 (Cth) subsection 8(1).***

### 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 is a vibrant organisation, with total membership growing at around 20 per cent pa, 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 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 IAHA's vision that:

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 five strategic areas of work:

- **Strengthen** and engaging our IAHA membership.
- **Growing** the Aboriginal and Torres Strait Islander allied health workforce through access and entry, effective pathways, promoting and support for allied health careers, skills 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.
- **Connect** with and promoting connectedness with IAHA members, Aboriginal and Torres Strait Islander people, families, communities and cultures.



IAHA has a small Secretariat based in Canberra, with remote offices in Katherine, Darwin and NSW, 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 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 will be provided while IAHA retains our public benevolent institution (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 as a member of the executive team may be required on occasions, including some weekend hours as agreed with management prior. In line with the IAHA Leave Policy, employees are entitled to time in lieu as agreed and approved by the Chief Executive Office.

### **Location**

Sydney NSW

### **Purpose of the Position**

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 focused, 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 focused on establishing and progressing innovative education and career development pathways, notably IAHA Health Academies for Aboriginal and Torres Strait Islander people. Projects emphasise culturally safe and responsive education and learning from school to VET and/or university training and into skilled employment.

## **Duties**

The Project Support Officer duties may vary depending on the specific focus of the role.

Duties may include most, and potentially all, of the following:

- 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.
- Contributing to the development and delivery of projects to promote education and health workforce development with Aboriginal and Torres Strait Islander people.
- 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 NSW.
- Facilitating and supporting curriculum and teaching in allied health across the VET sector particularly within a school-based traineeship program.
- 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.
- Representing and promoting, IAHA and activities to communities, schools, universities and stakeholders.
- Undertaking project evaluation, monitoring and analysis for continuous improvement to meet the needs and aspirations of our members and communities.
- Providing high quality and timely reports to senior staff, including the CEO and Board of Directors as required.
- 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.
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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.

### **How to apply**

Please forward your cover letter explaining why you would suit the role and how you meet the necessary requirements along with your current CV to Tania Brown [Taniab@iaha.com.au](mailto:Taniab@iaha.com.au) before 5pm AEST Friday February 11<sup>th</sup> 2022.