



Duty Statement

Position	Senior Communications Officer
Location	Deakin, Canberra (ACT)
Status	12-month contract (Full-Time)
Salary	Between \$91,000 – \$97,912 (Gross) depending on experience + Superannuation
Salary Packaging	Offered
Reports to	Executive Director of Strategy and Partnerships

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 are 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, and traditional healing, inspiring us to work collectively.

In line with this, IAHA's vision is that: All Aboriginal and Torres Strait Islander people and future generations are thriving in ongoing connection to: self, spirit, and place.

IAHA focuses on five strategic areas of work:

- **Strengthen** and engage our IAHA membership.
- **Grow** the Aboriginal and Torres Strait Islander allied health workforce through access and entry, effective pathways, promoting and supporting allied health careers, skills development, and retention.
- **Transform** the allied health and wider workforce by building culturally safe and responsive health and education systems.
- **Lead** 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 promote connectedness with IAHA members, Aboriginal and Torres Strait Islander people, families, communities, and cultures.

IAHA has a Secretariat based in Canberra, with remote offices and staff in Katherine, Darwin, Lismore, Sydney and Brisbane, supporting a Board of Directors and over 1,400 members nationally. Our membership includes representation from 30 allied health professions.

IAHA supports Aboriginal and/or Torres Strait Islander people who have graduated from or are studying for an allied health degree and other individuals or organisations who share IAHA's vision and support our allied health activities. Aboriginal and/or Torres Strait Islander people make up around 96.4 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.

Working Conditions

Whilst the hours of work usually are 37.5 hours a week, a flexible approach is expected due to the nature of this position. Additional time to fulfil your responsibilities 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 flex time as approved by the Direct Supervisor or the Chief Executive Officer before undertaking the additional hours.

IAHA operates under a distributed leadership and cultural governance model to ensure that IAHA programs, activities and services are delivered and implemented in a culturally safe and responsive manner by all staff and directors.

Location

The Senior Communications Officer position will be based in Deakin, Canberra (ACT) or an agreed remote working location, dependent on the successful applicant. Some travel may be required, including remote and interstate travel.

Salary Packaging

As the Australian Tax Office recognises IAHA as a Health Promotions Charity, salary packaging is available to all employees. This benefits the employee in terms of increased disposable income because of reduced taxation payments. In line with Indigenous Allied Health Australia Salary Sacrifice Policy, the option of a salary package will be provided while IAHA retains our public benevolent institution (PBI) status.

Benefits

IAHA provides all employees access to an Employee Assistance Program (EAP), including access to Aboriginal and/or Torres Strait Islander providers. IAHA also provides staff with Social Emotional and Wellbeing (SEWB) and Natural Disaster/Emergency entitlements.

IAHA provides a diverse range of leave entitlements: Cultural Leave, Bereavement/Compassionate Leave, Emergency Services Leave, Special Leave, Paid Parental and Pandemic Leave.

IAHA is committed to supporting Personal and Professional Development opportunities for employees.

Where working remotely is approved, IAHA commits to ensuring all employees are provided with the best support. This includes providing an office IT set-up – monitor, laptop, internet dongle and other necessary equipment to best support the role. The same provision of support is also offered when employees are required to work from home due to unprecedented pandemic situation(s) aligning with each state's rules and regulations.

Purpose of the Position

The Senior Communications Officer' position is an essential member of the IAHA team. They will play a crucial role in ensuring that support is provided to the Secretariat, members and the Board of Directors through coordinating the IAHA Communication Strategy. Furthermore, they will manage key communication projects related to our website, social media, training and development platform, promotional materials and branding. The Senior Communications Officer will lead the Social Media and Content Officer, connect with the IAHA Executive Leadership team and report to the Executive Director of Strategy and Partnerships.

Duties

The Senior Communications Officer's duties will include but are not limited to:

1. Oversee and project manage corporate communication activities to ensure timely delivery.
2. Source, draft and manage the production of a range of corporate communications collateral, including IAHA's promotional materials and resources with brand consistency. For example, factsheets, flyers, brochures, articles, presentations, media releases, newsletters, annual reports etc.
3. Manage IAHA communication contracts with suppliers, consultants and other key stakeholders to meet IAHA requirements, budget and timeframes. Therefore, act as a critical contact for external corporate communications across the organisation.
4. As required, contribute to member support and engagement strategies through interviews, social media, and industry events.
5. Maintain, plan, and deliver on the IAHA Communications Strategy by supporting the implementation of critical elements of multi-channel communications and marketing plans.
6. Work with Subject Matter Experts (SMEs) and service teams to develop campaign materials.
7. Monitor media and industry developments and key reports to spot opportunities and respond to issues.
8. As required, provide high-quality and timely reports and data to the CEO and Board of Directors.
9. Coordinate the purchase of IAHA merchandise and other promotional items.
10. As required, produce and coordinate the IAHA newsletters, communique, media statements, annual reports, and other corporate documents and correspondence.
11. Create, develop and maintain IAHA communication databases when required.
12. Design, develop and maintain IAHA Brand Style Guide.
13. Other duties as required.

Selection Criteria

1. Proven ability to communicate effectively and sensitively with Aboriginal and/or Torres Strait Islander people, stakeholders, and communities.
2. Minimum five years in a relevant communications role, with experience producing high-quality written work engaging with various audiences, e.g. corporate, reporting, social media, promotional, presentations, and web copies.
3. Advanced written communication skills, including adapting messaging to different audiences and experience working with internal and external stakeholders with proven research skills and critical thinking capabilities.
4. Relevant tertiary qualifications, e.g. business, communications, marketing, journalism.
5. Proven organisational and project management skills, with the ability to deliver work on time and budget while being highly motivated and flexible in a fast-paced and demanding environment.
6. Well-developed IT skills, including managing databases, media programs and software, social media platforms (including scheduling programs), and website design and maintenance.
7. Ability to work effectively as a member of a small team and be motivated enough to work autonomously by using initiative, good judgement and innovative strategies to meet the needs of our strategic priorities.

Desirable Criteria

Capacity to travel interstate for work, including rural and remote locations of Australia as restrictions permit and when required.

Qualifications and Experience

- Minimum five years in a relevant communications role, with experience producing high-quality written work engaging with various audiences, e.g. corporate, reporting, social media, promotional, presentations, and web copies.
- Relevant tertiary qualifications, e.g. business, communications, marketing, journalism.
- *Working with vulnerable people* card and/or *Working with children* card. Or a willingness to obtain these.