



Duty Statement

Position:	Corporate Services Officer
Location:	Darwin or Katherine NT
Status:	12-month contract with possibility of extension
Salary:	\$85,520 gross (Full-time) plus 10.5% superannuation
Salary Packaging:	Options Available
Reports to:	Executive Director, Workforce Development

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. Out 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

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.

Benefits

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

IAHA provides a diverse range of leave entitlements such as 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 ensure all employees are provided with the best supports. This includes provision of an office IT set up – monitor, laptop, internet dongle and other necessary equipment's to best support the role. The same provision of support is also provided when employees are required to work from home due to unprecedented pandemic situation(s) aligning with each state rules and regulations.

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

Darwin or Katherine, Northern Territory



Purpose of Position

The Corporate Services Officer is a key member of IAHA and the NT team, providing high level administrative support to the Executive Director, Workforce Development and the IAHA NT team and in managing IAHA business, namely IAHA NT Workforce Development (IAHA NTWD).

The Corporate Services Officer will also provide governance, compliance and administration support to the IAHA NTWD Board, Executive staff and the broader business activities, programs, and priorities of IAHA. This will include tasks related to diary management, coordination of meetings and activities, stakeholder engagement, relationship management, project management, data entry, records management, and other program and corporate support duties working closely with team members in the day-to-day operations.

Key Responsibilities and Duties

The Corporate Services Officer duties include but are not limited to:

1. Providing high level support and administration including incoming/outgoing phone calls, diary management, stakeholder meetings, coordinating and managing office access and operations, records management, adhering to IAHA policies and procedures and compliance reporting.
2. Executive assistance to the Executive Director, Workforce Development including managing diary, appointments, travel, and secretariat activities across northern Australia.
3. Preparing high level reports, briefings, submissions and presentations for the Executive Director, Workforce Development, and leadership team.
4. Managing and coordinating NT projects and events in collaboration with the IAHA events and leadership teams.
5. Coordinating and providing secretariat role and responsibilities for the corporate governance of IAHA NT WD, including administrative support to relevant advisories and groups.
6. Supporting and coordinating human resources for the NT operations including onboarding of new staff and trainees, professional development activities and corporate compliance of IAHA NT offices as required.
7. Assisting with corporate governance of the IAHA NT WD under the supervision of the Corporate Services Manager and working with senior IAHA staff.
8. Other duties as required.



Selection Criteria

1. Demonstrated experience in communicating effectively and sensitively with Aboriginal and Torres Strait Islander peoples, organisations, and communities.
2. Demonstrated skills in one or more of the following areas: , business administration, governance and secretariat support, corporate services, executive support and administration.
3. Demonstrated high level proficiency and skills in office administration and corporate procedures including executive officer support, computer software applications, database development and implementation, and Microsoft Office suite.
4. Demonstrated, well-developed organisational and communication skills in a highly demanding workforce development and health policy environment.
5. Demonstrated personal attributes including initiative, attention to detail, a positive approach to work and a responsive can-do attitude.
6. Demonstrated experience working as a member of a team in pressure situations to ensure priority tasks are completed.

Desirable Criteria

1. Certificate IV level or above qualifications in business administration/management or a related area is desirable.
2. Hold a current (or ability to gain) Working with children clearance (NT Ochre card)
3. Previous experience in high level supportive administration roles.

How to apply

Please forward your cover letter addressing the selection criteria and desirable criteria along with your current CV to Kylie Stothers kylie@iaha.com.au before **5pm AEST, Friday, 30th September 2022**.