



### Duty Statement

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| <b>Position:</b>   | <b>ACT Program Support Officer</b>                              |
| <b>Location:</b>   | <b>Canberra</b>   |
| <b>Status:</b>     | <b>12-month contract with the possibility of extension</b>      |
| <b>Salary:</b>     | <b>\$79,079 - \$85,850 (fulltime) plus 10.5% superannuation</b> |
| <b>Reports to:</b> | <b>Academy Partnership Director</b>                             |

*This role is an identified position 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 is a vibrant organisation, with Aboriginal and Torres Strait Islander membership growing at around 20 per cent per annum, and 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 wellbeing, 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 focus on five strategic areas of work:

- Strengthening 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.
- Connecting with and promoting connectedness with IAHA members, Aboriginal and Torres Strait Islander people, families, communities, and cultures.

IAHA has a Secretariat based in Canberra, with remote offices in Katherine, Darwin and NSW, supporting a Board of Directors and nearly 1400 members nationally. Our membership includes representation from 29 allied health professions.

IAHA supports Aboriginal and Torres Strait Islander people who have graduated from or are studying an allied health degree, the vocationally trained allied health workforce, 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 95 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 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 Office prior to undertaking the additional hours.

### **Location**

Canberra, ACT

### **Purpose of Position**

The ACT/NSW Program Support Officer is an important member of the IAHA team and will play a crucial role in ensuring that IAHA project activities are focussed and have the support of community and other key stakeholders.

They will support the activities of IAHA's National Aboriginal and Torres Strait Islander Health Academy and Group Training Organisation within the ACT and NSW in the development of VET sector training, community engagement, project development in relation to IAHA activities across the ACT and NSW region.

The position is a key IAHA team member that engages and collaborates with partners providing mentoring, leadership and expert advice in the development and delivery of IAHA National Aboriginal and Torres Strait Islander Health Academies and IAHA Group Training Organisation.

### **Duties**

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

1. Liaise and coordinate with a wide range of partners and stakeholders, across Government, non-Government, Community and Corporate sectors, including the VET sector, Registered Training Organisations (RTO), health, education, professional and service delivery bodies.
2. Effectively facilitate and coordinate all documentation for apprentice and trainee commencements, including new starter packs, contracts of employment and other relevant documentation in line with employment service standards.
3. Coordination of the ACT IAHA Health Academy administrative functions and program delivery.
4. Ensure the accurate record keeping for all apprentices/trainees and host employers are maintained and updated within IAHA Group Training Organisation systems.

5. Engagement with Aboriginal and Torres Strait Islander high school students and families, community, mentors and guest speakers, employers and government agencies to successfully deliver the IAHA National Health Academy.
6. Actively seek training opportunities for apprentices/trainees with IAHA Group Training Organisation.
7. Undertake evaluation, monitoring and analysis for continuous improvement to meet the needs and aspirations of the IAHA National Health Academy and Group Training Organisation.
8. Provide high quality and timely reports to senior staff, including the CEO and Board of Directors as required.
9. Provide mentoring and support of culturally responsive professional learning opportunities in relation to the delivery and implementation of the IAHA National Health Academy.
10. Facilitate learning and support with Aboriginal and Torres Strait Islander high school students and trainees in IAHA National Health Academy.
11. Provide member support and workforce development within a team environment.
12. Other duties as directed.

### **Selection Criteria**

1. Demonstrated experience in community engagement with Aboriginal and Torres Strait Islander peoples, communities, and stakeholders.
2. Demonstrated knowledge of the education and training sector including school-based learning and/or program development, especially in relation to Aboriginal and Torres Strait Islander health and wellbeing context.
3. Demonstrated experience in one or more of the following areas: project management, VET sector training and/or education, workforce development or employment services.
4. Well-developed organisational skills, interpersonal and negotiation skills with the capacity to promote IAHA's objectives and priorities with culturally safe and responsive practice.
5. Well-developed oral and written communication skills including effective representation with diverse stakeholders specifically on IAHA activities, workplace learning, employment, training and development.
6. Demonstrated ability to work effectively and collaboratively in a fast-paced team environment and to balance multiple tasks and competing priorities within tight deadlines.
7. Ability to obtain an ACT and NSW Working with Children Check and National Police clearance.

### **Desirable Criteria**

1. Tertiary qualifications in an allied health or health discipline.
2. Certificate IV or above in Training and Assessment with proven experience in the development and delivery of VET sector training.
3. Ability to travel.

For further questions on this role – contact Paul Gibson on (02) 6285 1010 or to obtain a position description please email [paul@iaha.com.au](mailto:paul@iaha.com.au). Applications must address the selection criteria and be received by 5pm (AEST) on Friday 30 September 2022.