



### Position Description

<b>Position:</b>	<b>Membership Engagement Officer</b>
<b>Location:</b>	<b>Darwin, Northern Territory</b>
<b>Salary:</b>	<b>\$79,002 - \$85,437 plus superannuation</b>
<b>Reports to:</b>	<b>Executive Director of Workforce Development</b>
<b>Contract:</b>	<b>Full time, fixed term</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).

### Purpose of Position

Indigenous Allied Health Australia (IAHA) is a member-based organisation and is responsive and accountable to the needs of the current and future Aboriginal and Torres Strait Islander allied health workforce. The Membership Engagement Officer is a key member of the IAHA team and provides support to the Executive Director of Workforce Development, other senior IAHA staff and the Board of Directors in the delivery of culturally safe and responsive community, education, and membership engagement and support activities. The role provides an opportunity to engage with community in a strategic and community development focussed way.

The Membership Engagement Officer supports the establishment, quality, and strength of IAHA's relationships with educators, universities, students, professionals, communities, and other stakeholders. A hands-on, active, and diverse role, the Membership Engagement Officer supports the promotion of allied health, education, training, and employment pathways. The Membership Engagement Officer contributes to initiatives and programs which support IAHA's priorities in meeting members personal, professional and cultural workforce needs and aspirations, and promoting the social and cultural determinants of health and wellbeing for the current and future workforce.

### Organisational Environment

IAHA is a national, community controlled, not-for-profit and 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 has a growing Secretariat with offices based in Canberra, Darwin, Katherine, Lismore, Brisbane, and Sydney, supporting a Board of Directors and 1500 members nationally. Further information on IAHA, our membership, activities and projects can be found on our website [www.iaha.com.au](http://www.iaha.com.au)

IAHA appreciates all people working in Aboriginal and Torres Strait Islander 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 health. 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 to:

- **Strengthen** and engage our IAHA membership.
- **Grow** 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.
- **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 promoting connectedness with IAHA members, Aboriginal and Torres Strait Islander people, families, communities, and cultures.

### **Working conditions, benefits, and salary packaging**

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.

IAHA is recognised by the Australian Tax Office as a Health Promotion Charity and salary packaging is available to all employees to increase take home pay. Free onsite parking is available for staff at the Canberra and Darwin offices.

IAHA is committed to supporting personal, cultural, and professional development opportunities for employees. IAHA provides all employees access to Employee Assistance Program (EAP), including access to Aboriginal and Torres Strait Islander providers in addition to an annual social and emotional wellbeing allowance.

In line with the IAHA Leave Policy, employees are entitled to flex time as approved in advance. IAHA provides a diverse range of leave entitlements additional to recreational and personal leave including cultural leave, bereavement/compassionate leave, emergency services leave, special leave, paid parental leave and pandemic leave.

### **Role responsibilities**

Working in a small team, the Membership Engagement Officer duties may include most, and potentially all, of the following:

1. Contributing to the development and delivery of projects to promote the health and wellbeing of Aboriginal and Torres Strait Islander people, particularly in relation to allied health.
2. Implementing and coordinating member support, professional development and engagement strategies, activities, and programs.
3. Working closely with the IAHA team members to enhance support for members and implement targeted and effective communication, promotional tools, and resources to enable engagement.
4. Codesign, develop and promote strengths-based and culturally safe and responsive education and training environments, with universities and other education and workplace settings.
5. 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, research, professional and service delivery bodies.
6. Coordinating & representing and promoting IAHA activities, membership, and allied health/health careers at community events, expos, forums and seminars.

7. Codesigning, coordinating and supporting IAHA's tertiary student, graduate and support workforce development strategies and activities including a leadership and mentoring programs and other interprofessional training and development opportunities.
8. Supporting the maintenance of the IAHA membership register, ensuring data is accurate, up-to-date, secure and supports member engagement activity and reporting requirements, including the ability to produce timely reports for the Board of Directors and senior leadership.
9. Coordinating the support of student and graduate scholarship and bursary initiatives, including promotion, administration, reporting and acquittal.
10. Other duties as directed.

### **Selection Criteria**

1. Proven ability to communicate and engage effectively and sensitively with Aboriginal and Torres Strait Islander peoples, communities, and stakeholders.
2. Knowledge of the social and economic policy environment in Australia and how they impact on the education, training, health and wellbeing of Aboriginal and Torres Strait Islander people and communities.
3. Well-developed organisational and leadership skills with the capacity to promote IAHA's objectives and priorities with key, stakeholders, and communities.
4. Well-developed oral and written communication skills including effective representation and negotiation with diverse stakeholders.
5. Well-developed IT skills including use of databases and communications media.
6. Ability to work effectively and collaboratively in a fast-paced team environment and to balance multiple tasks and competing priorities.

### **Desirable Criteria**

1. Tertiary qualifications in an allied health, other health disciplines, education or similar, or equivalent work experience in community engagement, community development, project management, training, or education.
2. Ability to travel regionally and nationally when required.