



### Position Description

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| <b>Position:</b>   | <b>Northern Territory Executive Support Officer</b> |
| <b>Location:</b>   | <b>Darwin or Katherine (Northern Territory)</b>     |
| <b>Salary:</b>     | <b>\$72,332 - \$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>                        |

**Indigenous Allied Health Australia is a community-controlled organisation with strong Aboriginal and Torres Strait Islander staffing and leadership. IAHA value cultural knowledge and Aboriginal and Torres Strait Islander people are strongly encouraged to apply.**

### Purpose of Position

Indigenous Allied Health Australia (IAHA) works to transform education, training, employment, health and related sectors to be more culturally safe and responsive, to grow the Aboriginal and Torres Strait Islander workforce and ultimately to improve outcomes of Aboriginal and Torres Strait Islander people. IAHA have had a long established policy, program, and work footprint in the Northern Territory, which has been formalised with the establishment of a wholly-owned subsidiary, IAHA NT Workforce Development.

The Northern Territory Executive Support Officer will provide high level administrative and corporate support to the Executive Director of Workforce Development and Northern Territory-based activities. This will include tasks related to diary management, coordination of meetings and activities, stakeholder engagement, relationship management, supervision of staff, project management, data entry, records management, and other program and corporate support duties working closely with team members in the day-to-day operations.

### 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 a registered company limited by guarantee. IAHA has a growing Secretariat with offices based in Canberra, Darwin, Katherine, Lismore, and Sydney, supporting a Board of Directors and 1500 members nationally. IAHA NT Workforce Development was established in 2021, as a local organisation, to lead activities in the Northern Australian footprint. 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 Torre 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 Northern Territory Executive Support Officer duties may include most, and potentially all, of the following:

1. Managing and coordinating IAHA Northern Territory programs and business activities under the direction of the Chief Executive Officer & Executive Director of Workforce Development and other senior staff.
2. 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.
3. Coordination of high-level reports, briefings, submissions and presentations for the Director of Workforce Development and leadership team.
4. Secretariat support for the IAHA NT Workforce Development Board of Directors, including logistical support, minute taking, and maintenance of policies and governance documents.
5. Managing and coordinating Northern Territory and Northern Australian projects and events in collaboration with the IAHA events, membership, and leadership teams.
6. Coordinating and providing secretariat role and responsibilities for relevant advisories and groups.

7. Supporting and coordinating human resources for the Northern Territory operations including onboarding of new staff and trainees, professional development activities and performance management as required.
8. Assisting with financial data entry and reporting under supervision working with the IAHA finance team.
9. Assisting in the implementation of the IAHA communications strategy including social media, promotions, and marketing.
10. Other duties as required.

### **Selection Criteria**

1. Experience in providing high level administration support to senior executive staff.
2. Experience in communicating effectively and sensitively with Aboriginal and Torres Strait Islander peoples, families, communities, organisations, and other stakeholders.
3. Demonstrated high level skills in one or more of the following areas: project management, event management, program management, business administration.
4. Demonstrated high level administrative skills with an excellent knowledge of office procedures including proficiency with computer software applications, databases, and Microsoft Office suite.
5. Demonstrated, well-developed organisational, prioritisation and communication skills to ensure work is completed in a highly demanding environment.
6. Demonstrated personal attributes including initiative, attention to detail, a positive approach to work and a responsive can-do attitude.
7. Demonstrated experience working as a member of a small team with initiative and within IAHA policies and procedures.

### **Desirable Criteria**

1. Certificate IV level or above qualifications in business administration/management or a related area.
2. Hold a current, or be able to obtain, a Working with Children Clearance (NT Ochre card)
3. Ability to travel regionally (and nationally) when required.
4. Demonstrated knowledge of workforce needs, relationships and stakeholders across Northern Australia