



### Position Description

<b>Position:</b>	<b>NNSW Program Support Officer</b>
<b>Location:</b>	<b>Lismore, New South Wales</b>
<b>Salary:</b>	<b>\$79,002 - \$85,437 plus superannuation</b>
<b>Reports to:</b>	<b>Executive Director of Strategy and Partnerships</b>
<b>Contract:</b>	<b>Full time, fixed term to 31 December 2023 with likelihood of extension</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 the position

The Northern Rivers NSW Aboriginal and Torres Strait Islander Health Academy (NNSW Academy) is an innovative, community-led learning model. The NNSW Academy seeks to re-shape and re-design training and education delivery to Aboriginal and Torres Strait Islander high school students in Lismore, Casino, Ballina and the surrounding region, embedding the centrality of culture and a holistic approach to health and wellbeing. The NNSW Academy – one of five locations nationally - works with students in Years 11 and 12 to support their completion of Year 12 and a Certificate III level qualification as a paid, school-based traineeship, employed by IAHA through our Group Training Organisation, IAHA Group Training.

The NNSW Program Support Officer is an important member of the Indigenous Allied Health Australia (IAHA) team and will play a crucial role in ensuring the continued growth and development of the NNSW Academy as it enters its second year. They will support the activities of both the NNSW Academy and IAHA Group Training within the Northern Rivers region, including day to day support for the delivery of vocational training, community and stakeholder engagement, and project development and quality improvement, as well as relationships within the program nationally.

### 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, 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**

The NNSW Program Support Officer 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 vocational education and training sector, Registered Training Organisation(s), and 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. Support the NNSW Academy administrative functions and program delivery, including reporting requirements under funding agreements.
4. Ensure the accurate and compliant record keeping for all apprentices, trainees and host employers are maintained and updated within IAHA Group Training Organisation systems.

5. Establish and maintain relationships with Aboriginal and Torres Strait Islander high school students and families, community, mentors and guest speakers, employers, and government agencies to successfully deliver the NNSW Academy to a high standard.
6. Actively seek business opportunities for IAHA Group Training in the support of apprentices and trainees in the Northern Rivers Region.
7. Assist with the evaluation, monitoring and analysis for continuous improvement to meet the needs and aspirations of the NNSW Academy and Group Training Organisation.
8. Contribute to high quality and timely reports to senior staff, including the Chief Executive Officer, Executive Directors, and the IAHA 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 NNSW Academy.
10. Facilitate learning and support with Aboriginal and Torres Strait Islander high school students and trainees in NNSW Academy.
11. 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 adult learning, 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, the health and/or Vocational Education and Training sector, Aboriginal and Torres Strait Islander 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. Have a current NSW Working with Children Check and National Police Clearance or the ability to obtain one.

### **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 regionally and nationally when required.