

**IAHA****Indigenous Allied
Health Australia**

Duty Statement

Position:	IAHA NT Workforce Development - Business Support Officer
Location:	Darwin (preferred), or elsewhere in the Northern Territory as agreed
Salary:	\$79,958 - \$92,763 pending experience plus superannuation and salary packaging
Reports to:	IAHA Deputy Chief Executive Officer
Hours:	Full time – 37.5 Hours per week. Working outside of normal business hours and some travel is required.
Contract:	Fixed term to 30 June 2026 with possibility of extension

Purpose of the position

IAHA NT Workforce Development is a wholly owned subsidiary company of Indigenous Allied Health Australia (IAHA), established as a local, Northern Territory organisation working to improve education, training, employment, health and wellbeing outcomes with Aboriginal and Torres Strait Islander people, families, and communities across the NT and Northern Australia more broadly.

The IAHA NT Workforce Development Business Support Officer will contribute to the implementation of key IAHA NT Workforce Development programs, initiatives and activities by providing high-level administrative and/or project management support.

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, Sydney, and Lismore supporting a Board of Directors and over 1700 members nationally. Further information on IAHA, our membership, activities and projects can be found on our website www.iaha.com.au

IAHA NT Workforce Development is a wholly owned subsidiary company with offices in Darwin and Katherine and relationships across the whole of the Northern Territory. IAHA NT WD focuses on the role of education, training and employment outcomes in supporting the shared vision, for all Aboriginal and Torres Strait Islander people and future generations in the Northern Territory to be thriving in ongoing connection to self, spirit and place.

IAHA NT Workforce Development focuses on five strategic areas of work to:

- **Strengthen** and engage in advocacy, leadership capability and professional developments to support a strong, culturally informed Aboriginal and Torres Strait Islander workforce and communities.
- **Grow** and support the sustainable development of the Aboriginal and Torres Strait Islander workforce.
- **Transform** and contribute to the broader health and education system to ensure culturally safe and responsive services are embedded in creating sustainable change led by Aboriginal and Torres Strait Islander peoples.

- **Lead** through culturally informed and strong Aboriginal and Torres Strait Islander workforce leadership.
- **Connect** with and promote connectedness among our organisation and our relationships with Aboriginal and Torres Strait Islander people, families, communities and cultures.

Working conditions, benefits, and salary packaging

IAHA and IAHA NT WD operate 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, which also benefits IAHA NT WD employees. Free onsite parking is available in in Canberra and Darwin offices.

We are committed to supporting personal, cultural, and professional development opportunities for employees. We provide 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 may be 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.

The employment instrument is the National Employment Standards – Fair Work Act (2009).

Role responsibilities

The IAHA NT Workforce Development **Business Support Officer** duties may include most, and potentially all, of the following:

1. Undertake a broad range of administrative and/or project related tasks to support IAHA Northern Territory business activities and staff under the direction of the Chief Executive Officer, Deputy Chief Executive Officer, and other senior staff.
2. Support the coordination of high-level reports, briefings, submissions, position statements and presentations in partnership with senior staff and national teams.
3. Provide high level secretariat support to and for the IAHA NT Workforce Development Board of Directors, including administrative and logistical support, follow up actions, and maintenance of policies and governance documents.
4. Coordinate Northern Territory and Northern Australian activities and events, in collaboration with the local and national teams, to strengthen IAHA NT Workforce Development's relationships and profile.
5. Coordinate secretariat roles and responsibilities for relevant advisories, committees and groups established by IAHA NT Workforce Development, including meeting coordination, minute taking and support.
6. Contribute to the implementation of the IAHA NT Workforce Development communications strategy including social media, promotions, and marketing specific to Northern Australia.
7. Attend and/or represent IAHA NT Workforce Development at community events, and in other relevant forums.
8. Perform data entry and administration tasks.
9. Other duties as required.

Selection Criteria

Essential

1. Formal qualifications (Certificate III or higher) in health, education, business administration/management, community development or a relevant field.
2. Demonstrated ability to develop and maintain strong relationships with Aboriginal and/or Torres Strait Islander peoples, communities, and stakeholders in the Northern Territory and Northern Australia region.
3. Demonstrated experience in providing high quality reports, business papers, minutes and other business documents for senior staff and executives.
4. A good understanding of Aboriginal and Torres Strait Islander education, training, employment, policy and health promotion needs, across the Northern Territory and Northern Australia region.
5. Experience in communicating effectively and sensitively with Aboriginal and/or Torres Strait Islander peoples, families, communities, organisations, and other stakeholders in the Northern Territory and Northern Australia region.
6. Demonstrated, well-developed organisational, prioritisation, attention to detail and communication skills to ensure work is completed in a highly demanding environment.
7. Demonstrated experience working in a local and broader team environment, showing initiative and working within cultural protocols and organisational policies and procedures with a can-do attitude.
8. Northern Territory working with children / working with vulnerable people's card and National Police Clearance or the ability to obtain one before commencing.

Highly Desirable

1. Ability to travel across the Northern Territory and nationally, when required, including remote locations.