

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

Duty Statement

Position:	Communications Officer
Location:	Canberra, Sydney or Darwin (preferred)
Salary:	\$94,736 - \$106,876 plus superannuation and salary packaging
Reports to:	Corporate and Events Lead, Chief Operating Officer
Hours:	Full time – 37.5 Hours per week. Working outside of normal business hours and some travel is required.
Contract:	Fixed term Contract – 30 June 2026 with the possibility of extension

Indigenous Allied Health Australia is a community-controlled organisation with strong Aboriginal and Torres Strait Islander staffing and leadership. IAHA value cultural knowledges and ways of working and this role is working directly with Aboriginal and Torres Strait Islander peoples, families and communities. Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Purpose of the position

Indigenous Allied Health Australia (IAHA) is an innovative national Aboriginal and Torres Strait Islander community-controlled organisation, working both at the national level and embedded and working in partnership with Aboriginal and Torres Strait Islander communities across Australia. The Communications Officer plays a key role in managing how IAHA connects and communicates with a diverse range of stakeholders and members, including national marketing coordination across multiple platforms and contract management.

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 over 1800 members nationally. Further information on IAHA, our membership, activities and projects can be found on our website 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.

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



Role responsibilities

The Communications Officer duties may include most, and potentially all, of the following:

1. Support the development and implementation of an IAHA Communication Strategy which provides a framework for consistent and culturally responsive communication with key stakeholder groups.
2. Manage relationships and contracts with external communications providers, including web designers, graphic designers, and others, to execute IAHA's strategic communication priorities in a timely manner and within budget.
3. Work with subject matter experts and service providers to implement short-term or ad hoc campaign, engagement, and marketing strategies for IAHA programs and member activities.
4. Work alongside service providers to manage and coordinate IAHA's social media communications, including monitoring and quality improvement opportunities across the diverse platforms and channels.
5. Manage a stakeholder and journalist distribution lists and establish new relationships to share key IAHA position statements, media releases, program and advocacy work, to maximise reach and media interest.
6. Prepare written communications to help promote the impact and work of IAHA across diverse business units, including coordinating regular newsletters, media releases, strategies and marketing and promotion materials in a culturally safe and responsive way.
7. Support the timely promotion of IAHA events and programs, including, but not limited to, the annual National Conference, leadership programs and the IAHA National Aboriginal and Torres Strait Islander Health Academy graduations.
8. Support relationships across IAHA business units and with organisational partners, including coordination of materials, articles, information and resources.
9. Support IAHA branding and marketing strategy, with the senior executive team and team leads.
10. Work within a team efficiently and effectively to produce high quality outcomes related to the IAHA and IAHA NTWD strategic priorities as directed.
11. Provide high quality and timely reports and data to the Chief Executive Officer and Board of Directors as required.
12. Provide creative insights and innovative ways to promote the work of IAHA.
13. Other duties as required.

Selection Criteria

Essential

1. Proven ability to communicate in a culturally safe and responsive way with Aboriginal and Torres Strait Islander members, communities and organisations.
2. Minimum five years in a relevant communications role with experience producing high-quality written work engaging with various audiences.
3. Advanced written communication skills, including adapting messaging to different audiences and experience working with internal and external stakeholders with proven research skills, innovation, and critical thinking capabilities.
4. Tertiary qualifications in a relevant sector such as IT, communications, marketing, or journalism.
5. Proven organisational and project management skills, with the ability to deliver work on time and to budget while being highly motivated and flexible in a fast-paced and demanding national environment.
6. Well-developed IT skills, including managing databases, media programs and software, social media platforms (including scheduling programs), and website design and maintenance.
7. Proven contract and/or service provider management including interpersonal, organisational and negotiation skills with achievement orientation.
8. Working with children / working with vulnerable people's card and national police clearance or the ability to obtain one prior to commencing.

Highly Desirable

9. Ability to travel interstate when required.
10. Previous experience working in an Aboriginal and Torres Strait Islander organisation or in the health or education /training sector.