

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

Duty Statement

Position:	Engagement Officer (two positions)
Location:	Canberra, Sydney or elsewhere (eastern states) as agreed
Salary:	Up to \$91,520 plus superannuation
Reports to:	Community Engagement Lead
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

The 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

Indigenous Allied Health Australia (IAHA) is a member based and member owned organisation, established by and for the Aboriginal and Torres Strait Islander allied health workforce to facilitate connection, support, voice and development. This remains a primary and essential focus for the work of IAHA, ensuring that we remain responsive to the needs of Aboriginal and Torres Strait Islander people, communities, and organisations. The Community Engagement Officer will work on activities to engage communities on education, training, employment and (allied health) across Queensland, New South Wales, the Australian Capital Territory, Victoria, and Tasmania and contribute to successful national opportunities and programs.

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 1700 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.

Role responsibilities

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

1. Support senior staff in the coordination of IAHA's participation in community events around the country, including administration, stock, marketing, travel and logistical support.
2. Provide administrative, coordination and delivery support to the multiple national programs and initiatives, including health career pathways, health promotion, clinical/education placement opportunities and leadership development where required.
3. Represent and provide support for IAHA attendance at corporate and other events to promote the work and activities of IAHA.
4. Support engagement with Registered Training Organisations, universities (including Indigenous student support centres), industry/employers, governments and other stakeholders to promote IAHA and increase membership.
5. Support engagement with Aboriginal and Torres Strait Islander organisations, the broader community-controlled sectors and stakeholders to develop partnerships and

relationships in working together in collaborative approach to supporting the allied health workforce.

6. Work with the membership team to provide holistic culturally safe and responsive supports to IAHA members and communities.
7. Provide data entry and database management for accurate membership reporting.
8. Undertake and support membership engagement activities to improve connectedness and culturally safe and responsive communications.
9. Provide input, support and coordination in the management of the Members Online Portal.
10. Contribute to and produce high quality and timely reports to senior staff, including team leads, senior executive, and Board of Directors as required.
11. Other duties as required.

Selection Criteria

Essential

1. Demonstrated ability to proactively engage and build relationships with Aboriginal and Torres Strait Islander people, families, and communities.
2. Demonstrated understanding of the current issues and needs of Aboriginal and Torres Strait Islander people, organisations, and communities.
3. Sound skills and experience in program support and delivery and/or project management.
4. Well-developed communication skills, including the ability to adapt messaging to audiences and create shared understanding and resources.
5. Demonstrated capabilities in administration, use of technologies and data management.
6. Demonstrated experience in working in team environments (small and large) meeting individual and team priorities within tight deadlines.
7. Demonstrated personal attributes including initiative, attention to detail, a positive approach to work, flexibility, integrity, honesty, and can-do attitude.
8. Working with children / working with vulnerable people's card and national police clearance or the ability to obtain one before commencing.

Highly Desirable

1. Certificate III or above in community development, community services, project management, business administration, allied health.
2. Ability to travel regionally and nationally as required.