

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

Duty Statement

Position: National Business Relationships Manager
Location: Canberra, ACT (preferred)
Salary: \$138,897 - \$164,446 plus superannuation and salary packaging
Hours: Full Time – 37.5 Hours per week
Working outside of normal business hours and some travel is required.
Reports to: Chief Operating Officer and Chief Executive Officer
Contract: Contract – 30 June 2026

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), its employees, Directors and members have unique cultural and professional knowledges that are highly sought after within both Aboriginal and Torres Strait Islander and mainstream health, wellbeing, education, skills and training, employment, and workforce development.

The Business Operations Lead will be responsible for identifying process improvement opportunities and implementing strategies to optimise IAHA's business systems, processes and governance, providing high quality and timely support to the Senior Executive, IAHA Secretariat, members and Board of Directors, and managing human resources, procurement, reporting, and contract management, including overseeing business activities, programs and initiatives where directed.

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, executive employees may be entitled to time in lieu 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 National Business Relationships Manager duties may include most, and potentially all, of the following:

Business development

1. Oversee and manage IAHA commercial activities and training, business priorities and future development for long-term business sustainability and income diversification under the direction of the Chief Executive Officer.
2. Produce and contribute to high quality funding or tender submissions, proposals, and business development reports in partnership with senior staff and the Chief Executive Officer.
3. Manage partnerships that foster, engage with, and promote IAHA's strategic priorities including formal and informal agreements and relationships with governments and key stakeholders.
4. Build IAHA's charity profile and position IAHA for donor and other funding opportunities including corporate Australia and philanthropic.
5. Manage IAHA registration as a Supply Nation business.
6. Managing and maintaining IAHA's client database on salesforce and providing high-quality client facing services.

Governance, compliance and risk management

7. Undertake high level contract, grants, and procurement negotiations and oversee ongoing management of activities and relationships, including grant management, reporting and financial acquittals.
8. Manage IAHA's corporate governance legislative and regulation requirements, including under ASIC and ACNC.
9. Oversee and manage the governance and secretariat functions of IAHA Ltd and its subsidiary company, IAHA NT Workforce Development, including the Board of Directors, Finance and Audit and Risk subcommittees.
10. Oversee the IAHA Business Development Strategy.

Representation and leadership

11. Represent IAHA at high level meetings, forums and advisories where required.
12. Personally demonstrate, through consistent behaviours, an understanding of, respect for, and compliance with culturally safe and responsive ways of working and cultural governance with Aboriginal and Torres Strait Islander people and communities.

13. Oversee and provide team leadership and management for IAHA Consulting Services and Governance to ensure accurate reporting, compliance, revenue growth, and business development.
14. Provide high level executive support to the senior executive team when required.
15. Engage and build positive and impactful relationships with funders, donors, and other key stakeholders in maintaining IAHA's reputation and national profile as a peak workforce organisation.
16. Other duties as required.

Selection Criteria

Essential

1. Highly demonstrated experience in working in culturally safe and responsive ways with Aboriginal and Torres Strait Islander peoples, organisations, and diverse stakeholders.
2. Tertiary qualifications and/or equivalent demonstrated experience in one or more of the following: business management, business administration, finance, accounting, economics, human resource management, law or equivalent.
3. Highly developed communication, leadership, and negotiation skills with a proven capacity for constructive stakeholder relationship and partnership management across government, non-government and/or corporate sectors.
4. Highly developed and demonstrated conceptual, analytical, and organisational skills within the business/commercial/governance/risk environment.
5. Demonstrated experience of at least 5 years in a senior management role and personal attributes to lead a team including effective and productive teams, attention to detail, a positive approach to work modelling leadership in practice.
6. Demonstrated capacity to identify, develop, build support for and coordinate business opportunities in line with IAHA's values and priorities.
7. Working with children / working with vulnerable people's card and a National Police Clearance or obtain one before commencing.

Highly Desirable

8. Ability to travel when required.