



POSITION DESCRIPTION

NORTHERN ABORIGINAL and TORRES STRAIT ISLANDER HEALTH ALLIANCE (NATSIHA)

Position Title	Engagement Officer (Identified)
Location	Cairns
Employment Status	Full Time – 2-year contract
Position Reports To	NATSIHA Chief Executive Officer
Established 3/2022	Reviewed
Salary and benefits	<ul style="list-style-type: none">• \$75,000 - \$85,000 per annum• 5 weeks annual leave with 17.5% loading• Superannuation (employer contribution) – in accordance with legislative requirements

Organisational Context/Environment

The Northern Aboriginal and Torres Strait Islander Alliance (NATSIHA) is a regional representative entity for the Aboriginal and Torres Strait Islander Community Controlled Health and Wellbeing Services Sector in Far North Queensland.

NATSIHA's vision is to achieve equity in health and wellbeing for Aboriginal and Torres Strait Islander people in Far North Queensland.

NATSIHA's strategic focus is:

1. **Collaborative Connections** – Foster strength-based collaborations
2. **Growth and Investment** – Seeking investment and strategies to support growth
3. **Solid Regional Concepts** – A commitment to enable regional service
4. **Innovation and Research** – Technology innovations and research agenda setting

Purpose of Position

The Engagement Officer is responsible for building ongoing, positive relationships with key stakeholders, primarily its members, through high quality regional engagement and advocacy in accordance with NATSIHA's vision and mission, values and principles, objectives and policies.

Reporting

This position has a primary accountability to the Chief Executive Officer and has no supervisory responsibilities for other staff.



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Key Responsibilities:

1. Lead regional engagement and strengthening of relationships with all key stakeholders, with primary focus on NATSIHA members, in accordance with the organizational vision.
2. Empower NATSIHA and its members to have their voices heard and to drive regional Aboriginal and Torres Strait Islander health and wellbeing priorities.
3. Represent NATSIHA and its members at regional forums from time to time and as directed by the Chief Executive Officer
4. Foster high levels of engagement and trust with key stakeholders through developing and delivering high quality, Aboriginal and Torres Strait Islander empowering and led engagement plans.
5. Implement and maintain appropriate information, monitoring and reporting systems, including an up-to-date organisational website, social media presence and stakeholder database, to ensure accurate, effective and timely delivery in accordance with strategic organisational requirements.
6. Support and build capability of NATSIHA members to develop and deliver key advocacy resources and tools including briefing papers, promotional opportunities, funding submissions and communications and media activities
7. Work within the bounds of approved policies and procedures including exercise of delegation, work health and safety and abide by the Code of Conduct of the organisation.
8. Other duties as required, within your skills, experience and capacity.

Selection Criteria

1. Demonstrated minimum of five (5) years' experience in community engagement in an Aboriginal and Torres Strait Islander led human services or health related field.
2. Knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures from an historical and contemporary perspective, including the ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people and advocate and articulate their interests.
3. Demonstrated extensive engagement and advocacy experience relevant to regional representation of health and wellbeing services.
4. Extensive interpersonal, communication and leadership abilities with the capacity to effectively relate to and interact with key stakeholders including member services, funders and staff.
5. Highly developed analytical, conceptual and problem solving capability including demonstrated ability to develop and implement solutions to critical organizational issues.

Essential Requirements

- It is a condition of employment that all employees are holders of a current and valid 'blue card' or Working with Children Check throughout employment with the organisation.



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- It is a condition of employment for all employees to be fully vaccinated against COVID-19. Evidence of full vaccination must be provided before employment is confirmed
- This is an identified position where it is a genuine occupational requirement that an *Identified* position be filled by an Aboriginal person or Torres Strait Islander person, as permitted by and arguable under section 25, 104 and 105 of the *Queensland Anti-Discrimination Act (1991)*. Please provide **one (Aboriginal and/or Torres Strait Islander) written reference from a referee** who can confirm that you are of Aboriginal and/or Torres Strait Islander descent, you identify as Aboriginal and/or Torres Strait Islander person and an Aboriginal and/or Torres Strait Islander community accepts you as an Aboriginal and/or Torres Strait Islander person.
- Possession of a current Queensland “C” class driver’s licence.
- Commitment to align to the principles of Aboriginal and Torres Strait Islander community control including a willingness to develop the leadership of Aboriginal and Torres Strait Islander staff.
- Demonstrated high level proficiency in the use Microsoft Office and other relevant business and engagement management software.