

Position Description

OUR VISION

Healthy and strong Aboriginal and Torres Strait Islander children, families and communities

OUR PURPOSE

Leadership in health system reform and provision of a high quality, integrated system of health and social support services.

Position Title	Head of Partnerships and Events
Location	Windsor
Reports to	Director – Commercial Operations
Department/ Work/ Business Unit	Deadly Choices
Direct Reports	Camp and Events Coordinator Partnership Manager Senior Partnerships Officer Partnership Officers
Award	Award Free
Delegation of Authority	As per the Finance & HR Delegations and Authorities – accessible on LogiQC – Doc 1448_IUIH Delegations of Authority
Date of Approval	

IUIH Ways

Focus on families – the wellbeing of Indigenous families of South East

Queensland is at the centre of all our efforts

Working together – strengthening and supporting each other to achieve our goals

Strategic focus – in every activity and relationship
Integrity, conviction and quality – in the performance of every task and every process

A commitment to excellence – in all that we do

Building capacity – of our staff and member services

Accountability – to stakeholders and communities for meeting commitments

Your Ways

Understanding that IUIH is an organisation which requires staff to commit to reflecting on our practice and how that aligns with Our Values and The Ways Statement. This requires courage in our conviction and purpose and conducting ourselves in ways which fosters cultural insight, emotional intelligence, and professional humility

Your Team's Purpose

To support the implementation of Deadly Choices programs through the formation of strategic partnerships that foster and enhance key health messaging. This includes the delivery of community focussed events and activations.

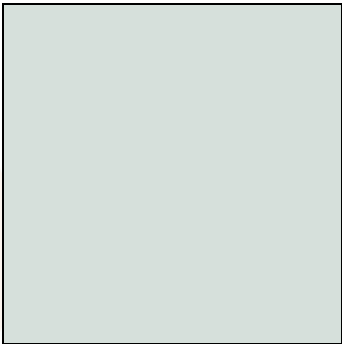
Your Role

The Deadly Choices Head of Partnerships and Events is a role focused on building an effective partnerships strategy, maintaining and enhancing existing relationships and events, and proactively identifying and developing new partnerships to support the ongoing success of the Deadly Choices program.

Position Description

Our Organisation	The Institute for Urban Indigenous Health Ltd was established by its founding members to provide a coordinated/integrated approach to the planning, development and delivery of comprehensive primary health care services for Aboriginal and Torres Strait Islander populations within the South East Qld Region.
Cultural Integrity	The <i>IUIH Cultural Integrity Investment Framework</i> and <i>The Ways Statement</i> are a commitment by IUIH towards embedding proper ways in all aspects of our operations. The foundation for why we exist as an organisation; including our reason for being, must be driven by our commitment to the philosophical values drawn from <i>The Ways Statement</i> .
Obligation	Recognising the importance of your role with IUIH role modelling the principles that IUIH have built their foundation on. Upholding client confidentiality ensuring their right to privacy with information only being shared where consents are provided.
Your Obligations (Key roles & Responsibilities)	<p>Understand your obligation in how your ways and your role contributes to IUIH's vision and mission by performing your duties with dedication and commitment to Our Values and Our Ways.</p> <p>Role objectives:</p> <ul style="list-style-type: none"> • Work in ways which are ethically, culturally and respectfully propa; fostering integrity in our conduct and actions by matching our ways with the values of IUIH and The Ways Statement. • Uphold client confidentiality, ensuring their right to privacy with information only being shared where consents are provided. <p>Partnership/Events</p> <ul style="list-style-type: none"> • Develop a Partnerships and Events strategy that aligns to the Deadly Choices Strategic Plan and provides a framework for the management, growth and maximisation of existing and future partners and events. • Provide leadership and support to the Deadly Partnership team and wider Company Executives regarding partnerships and events. • Identify, engage and develop relationships with potential partners to enhance support the goals and objectives of Deadly Choices • Lead engagement with a range of stakeholders and develop commercial partnerships to support the strategic objectives and core values of the Deadly Choices program. • Oversee all Deadly Choices events to support Deadly Choices program implementation. • Work collaboratively with stakeholders and IUIH Communication and Marketing teams to support the development and implementation of Deadly Choices media campaigns and events. • Implement an effective contract/ partnership management system. • In collaboration with senior leadership, develop a range of metrics to measure the activity and performance of the partnerships function, and implement a reporting regime to provide timely, accurate and meaningful data to inform decision making.

	<ul style="list-style-type: none"> • As part of the Deadly Choices management team, work collaboratively with the leadership group to lead the broader strategic business and systems development, stakeholder engagement and organisation development initiatives. • Provide strategic insight and guidance to business partnership and events goals. • Manage the Deadly Choices Ambassador Program, ensuring alignment to program objectives and implementation. • Establish and drive positive relationships with Ambassadors and Clubs to ensure effective partnerships are maintained, managed and deliver contractual benefits in a timely manner. • Provide high level strategic leadership and management to Deadly Choices partnership and events team. • Manage and lead the Deadly Choices National Rollout in NSW, VIC, ACT and TAS. • Liaise with and build strong relationships with funding bodies. • Provide leadership and support with implementing local events and activities. <p>Safety:</p> <ul style="list-style-type: none"> • Report any work-related personal injuries/illness or incidents, safety / risks hazards, complaints as per relevant legislation / framework (if relevant in your position) eg NDIS, HSQF, Legal, AGPAL – clinical in the organisations QMS. • Report any malfunction of any machinery, plant, or equipment. • Wear/use and maintain/care for personal protective clothing and/or equipment provided and report any defects. • Use lifting equipment and assistive devices as required. • Participate in rehabilitation process if injured or ill due to work. • Demonstrate leadership in IUIH’s Work Health Safety goals and objectives remaining compliant with WHS Legislation and IUIH’s policies and procedures. • Carry out your duties safely in accordance with your ability and competence.
Collaboration	<ul style="list-style-type: none"> • Work in Ways which foster connections and enable transparency and collaboration within your team and across IUIH • Demonstrate respectful regard for your team members and all other employees across IUIH by ensuring your own conduct contributes to a safe and deadly workplace.
Connectedness	<ul style="list-style-type: none"> • Maintain connectedness by ensuring you are actively Wayfaring at meetings, whilst sharing the Staff Wellness strategy. • Actively participating in Socialization activities • Fostering trust and consistency with clients by providing them with a confidential and transparent service • Engaging in Cultural Integrity Investment Programs <p>Other duties consistent with the position where required and/or requested by your Manager. IUIH can direct you to carry out duties which it considers are within your level of skill, competence, limitations and training at any time.</p> <p>Please note that the duties outlined in this Position Description are not exhaustive and are only an indication of the work of the role.</p> <p>IUIH reserves the right to vary the Position Description</p>
Capability (Mandatory requirements)	Capability



- Ability to work sensitively and effectively with Aboriginal and Torres Strait Islander communities, their leaders and health professionals, while respecting traditional culture, values and ways of doing business.

Mandatory Requirements

- Current C Class Drivers Licence (QLD)
- Current Criminal History Check

Recommended Immunisations:

- Category A - In accordance with Doc_2663 Staff Immunisation Program Guideline