

## Position Description

### Indigenous Business Australia

## Executive Director Government Relations

### Expectations of the Successful Candidate

The Executive Director Government Relations will be a highly skilled and articulate professional with relevant experience in Government and Public Relations. It is essential that the candidate has an extensive network and strong relationships with senior stakeholders at the federal, state and local levels of government and Indigenous Australia. Established knowledge of cabinet, parliamentary and other key Government processes relevant to IBA's purpose and outcomes are also expected.

The successful candidate can be located in Sydney, Brisbane, Melbourne, or Canberra.

### Key Responsibilities

Reporting to the CEO and working collaboratively with a small, dedicated Executive team the Executive Director Government Relations is to:

- Design and deliver senior stakeholder strategies to maintain and enhance the established trust and confidence in the work of IBA
- Represent IBA in a range of forums including State, Territory and Federal Government, partner, community and industry forums
- Establish new and enhance existing networks to promote and progress IBA's goals
- Ensure positive working relationships with the Minister's Office, key Government Departments and Agencies, and key Indigenous stakeholders
- Anticipate and respond to strategic developments and develop and implement appropriate responses
- Lead the provision of high-quality external communications including social media, issues and media management, parliamentary and public relations services

### Qualifications/Experience

You will require a tertiary degree qualification in a relevant discipline combined with relevant leadership experience, ideally in a relevant industry. This will be supported by demonstrated professional expertise in providing strategic engagement and communications advice within a complex and national environment. The ability to recognize and resolve critical and sensitive issues, provide high level authoritative advice and to liaise, negotiate, consult, and influence are all critical and essential skills.

Working within a fast-paced and dynamic environment, the role will involve, but is not limited to supporting Government and Parliamentary processes on behalf of IBA, including information

requests from Government and Members of Parliament; preparing briefing materials and stakeholder meetings; supporting the CEO and Board with correspondence and information provision requirements and preparing parliamentary responses.

The preferred candidate will ideally have exemplary written and verbal communication skills, strict attention to detail and confidentiality, and the ability to research and understand business issues and matters, while managing competing and often short deadlines.

This opportunity is offered as an initial 3-year contract.