

# POSITION STATEMENT

<b>Title:</b>	Manager, Impact & Investor Relations	<b>Position no:</b>	3014
<b>Level:</b>	IBA Level 6 (\$117,400 - \$130,337)	<b>Last updated:</b>	July 2022
<b>Location:</b>	Perth, Darwin, Canberra, Melbourne, Brisbane, Sydney or Adelaide	<b>Term:</b>	Ongoing
<b>Program:</b>	Investment & Asset Management		
<b>Section:</b>	Investor Relations		

## Context:

Indigenous Business Australia, partners and invests with Aboriginal and Torres Strait Islander people who want to own their future. We go further than provide money; we invest in people, places and ideas that are ready. We help make them real. We're deeply invested in the financial success and economic independence of Indigenous Australians. It's why we exist.

We provide a range of services for Indigenous Australians to create wealth and accumulate assets, take up investment opportunities, create business enterprises that provide additional employment opportunities, and to purchase homes. We achieve these outcomes by applying a commercial focus, and by building mutually respectful and productive partnerships with Indigenous Australians, government, non-government and private sector organisations.

Our staff are invested, informed, responsive, respected and connected.

## Investment & Asset Management:

IBA's Investment program aims to create economic independence for Aboriginal and Torres Strait Islander peoples by using its capital base, skills and expertise, to build and manage a substantial portfolio of investments and generate economic impact for Indigenous Australians via financial returns, commercial capability development, employment, training and supply chain outcomes.

The program has a long history of over 30 years of successful investment alongside Indigenous organisations. The portfolio comprises over \$480 million in investments across Australia in a variety of sectors, including tourism, property, funds management, energy, primary industries, industrial and retail businesses.

## Role:

The Manager, Impact & Investor Relations reports to the Head of Impact & Investor Relations.

The role will contribute to the development of lasting, sustainable relationships with existing and prospective Indigenous co-investors in investment solutions offered by IBA, managing the relationships with such co-investors and enabling the Investor Relations team to deliver a professional investment reporting and support service, with a focus on the IBA Funds products. The role will support pipeline creation, product development and improvement initiatives, as well as the delivery of investment workshops and other capacity development activities.

In addition, the role will contribute to initiatives across the Investment & Asset Management program to deliver enhanced impact creation and measurement and collaborate with various teams to enable the impact created through investing with IBA to be communicated internally and externally.

**Duties:**

Duties include but are not limited to:

- Building relationships with existing and prospective co-investors (Aboriginal & Torres Strait Islander organisations, communities and groups), through:
  - Identifying and maintaining appropriate understanding and knowledge of the investment needs and aspirations of such organisations, communities and groups;
  - Conducting ongoing research into Indigenous organisations to develop a pipeline of potential co-investors and development of suitable engagement strategies
  - Developing marketing and communications materials to increase market awareness amongst potential co-investors.
  - Promoting Indigenous co-investment in IBA's Fund Products, Direct Investments and other investment products.
- Supporting the development of investor capability initiatives such as investor meetings for IBA co-investors, investor education seminars and workshops, and other forms of communication designed to build investor maturity and understanding of investment markets and products.
- Providing quality investment reporting to Indigenous co-investors that meets their needs and supporting internal management reporting on the performance of IBA Fund Products.
- Supporting business development across IBA by connecting organisations, communities and groups with other areas within IBA Investments and IBA more widely.
- Supporting the development and ongoing implementation of IBA Investment & Asset Management impact creation and measurement framework, including:
  - Contributing to the development of strategies to create, measure and communicate impact across the IBA investment portfolio
  - Contributing to the delivery of the Investments component of the IBA Impact Report, collaborating with consultants and other IBA teams as required;
  - Providing support to the Indigenous Economic Impact Reporting process for the program, including development of case studies, and development and implementation of impact surveys or interviews;
- Supporting the implementation of the annual Customer Satisfaction survey and other feedback processes to support the strategic objectives of the program
- Managing enquiries from co-investors in IBA Funds products, and ensuring they receive timely and effective information and reporting on their investments.
- Managing the application and onboarding process for new investment in IBA Funds products in line with compliance requirements.
- Other duties as required.

**Required capabilities:**

These are essential unless otherwise indicated.

- Display Aboriginal and Torres Strait Islander cultural capability:
  - Awareness and understanding of Aboriginal and Torres Strait Islander societies and culture as well as the demonstrated ability to liaise, communicate and negotiate sensitively and effectively with Indigenous individuals and communities;
  - Awareness and understanding of Australian Indigenous issues and policies particularly as they relate to economic development.

- A good understanding of investment markets and products, funds management, and equity and debt financing, including an awareness of the risks and opportunities they present for Indigenous communities, organisations and groups.
- Commitment to quality customer service and demonstrated ability to build beneficial working relationships with colleagues, stakeholders and customers
- Familiarity with key Federal, State and Local government policies and frameworks relating to Indigenous economic development.
- Relevant experience in impact and evaluation methodologies in relation to the measurement of outcomes created through investment.
- Ability to work effectively both individually and as a member of the team. Self-starting, results-oriented and ability to take ownership of a project or assignment and drive it to completion. A strong team-player, with excellent interpersonal skills and the ability to collaborate and form quality working relationships with colleagues from a variety of professional backgrounds.
- Excellent oral and written communication skills. Ability to write professionally, concisely and with clarity; and the ability to present to other individuals or groups.
- Self-starting, results-oriented and ability to take ownership of initiatives and drive them to completion.

**Prerequisite requirements:**

- Tertiary qualifications in economics, business finance, commerce or related disciplines are essential; and
- Willingness and ability to undertake regional and remote travel, including overnight absences as required.

Reference documentation: [www.iba.gov.au](http://www.iba.gov.au)

- About Us – Our Values
- About Us – Working at IBA
- About Us – News and Publications – Annual Reports

Further enquiries: Jana King, 02 9207 6369 or email: [Jana.King@iba.gov.au](mailto:Jana.King@iba.gov.au)

Applications: email to [iba\\_recruitment@iba.gov.au](mailto:iba_recruitment@iba.gov.au) or  
mail to: IBA Recruitment, PO Box 650, Fyshwick ACT 2609

- Application Coversheet
- Resume
- Maximum 800 words addressing the Required Capabilities

Please note that applications not accompanied by the Application Coversheet available from our website or sent directly to the enquiry officer will not be accepted.

Closing date: 13 November 2022