

# POSITION STATEMENT

<b>Title:</b>	Associate, Investor Relations	<b>Position no:</b>	3066
<b>Level:</b>	IBA Level 5 (\$93,392 - \$103,544)	<b>Last updated:</b>	January 2023
<b>Location:</b>	Sydney, Melbourne, Brisbane, Canberra, Perth, Adelaide, Darwin	<b>Term:</b>	Ongoing
<b>Program:</b>	Investment & Asset Management		
<b>Section:</b>	Investor Relations		
<b>Context:</b>	<p>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.</p> <p>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.</p> <p>Our staff are invested, informed, responsive, respected and connected.</p> <p><b>Investment &amp; Asset Management:</b></p> <p>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.</p> <p>The program has a long history of over 30 years of successful investment alongside Indigenous organisations. The portfolio comprises over \$450 million in investments across Australia in a variety of sectors, including tourism, property, funds management, energy, primary industries, industrial and retail businesses.</p>		
<b>Role:</b>	<p>The Associate, Investor Relations reports to the Head of Investor Relations.</p> <p>The role will contribute to the development of lasting, sustainable relationships with prospective co-investors in investment fund products and other investments solutions offered by IBA Investments. The role will assist the Investor Relations team with the development and maintenance of investor communications products and reports, the on-line presence of IBA investment funds, the delivery of investment workshops and other capacity development activity.</p>		
<b>Duties:</b>	<ul style="list-style-type: none"><li>Contribute to the development and implementation of the Investor Relations strategy for IBA Funds products, including research, pipeline development and communications to increase market awareness amongst potential investors.</li></ul>		

- Manage and respond to enquiries from Investors in IBA Funds products.
- Manage the application and onboarding process for new investment in IBA Funds products, and ongoing co-investor needs.
- Participate in engagement initiatives with Indigenous Investors, as required, and ensure that appropriate record keeping is maintained as required.
- Develop and distribute reporting for IBA Funds products to investors in a timely manner, consistently with the requirements set out in the IBA Funds product manuals.
- Work with IBA's Corporate Communications area and across IBA Investments as needed, to develop new communications products as required, and to ensure that media relations for IBA Funds are managed consistently with IBA's policies.
- Manage the IBA Funds websites and databases to ensure that Investors and interested parties are able to access up to date information on their investment and/or developments in relation to IBA Funds.
- As part of the Investor Relations team, organise and deliver investor events and investment capability development workshops.
- Other duties as required.

#### **Required capabilities (Selection Criteria)**

These are essential unless otherwise indicated.

#### **Knowledge and experience**

- Awareness of the economic development aspirations of, and commitment to working ethically with and in the interests of Aboriginal and Torres Strait Islander peoples.
- Understanding, or demonstrated ability to develop an understanding, of investment markets and products, including an awareness of the risks and opportunities they present for Indigenous communities, organisations and groups.
- Relevant tertiary qualifications in economics, commerce, accounting, law or other related fields.

#### **Skills and attributes**

- Strong analytical and lateral-thinking skills.
- Self-starting, results-oriented and ability to take ownership of initiatives and drive them to completion.
- Well-developed organising, planning and prioritisation skills. A high level of attention to detail and diligence, supported by a strong work ethic. Possesses the energy, commitment and diligence to meet deadlines and/or to manage the expectations of others. Ability to apply commercial judgment and to practically assess business risk.
- Cultural capability including a respect for diversity and ability to communicate sensitively with Aboriginal and Torres Strait Islanders. Ability to use and display discretion, patience, empathy and sensitivity when advising and negotiating with Aboriginal and Torres Strait Islander partners.

- Excellent oral and written communication skills. Ability to write professionally, concisely and with clarity; and the ability to present to other individuals or groups. Ability to understand and communicate advanced business concepts and issues concisely both verbally and in writing.
- Ability to travel within Australia on a regular basis if 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: please email [jenny.hartley@iba.gov.au](mailto:jenny.hartley@iba.gov.au) to set up a discussion

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 selection criteria

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 February 2023