

POSITION DESCRIPTION

Director, Investments & Asset Management

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| Title: | Director, Investments & Asset Management | Position no: | 3001 |
| Level: | Director | Last updated: | January 2023 |
| Location: | All capital cities considered (except Hobart) | Term: | Non-ongoing (3 months) |
| Program: | Investments & Asset Management | | |
| Section: | Investments & Asset Management | | |
| Context: | <p>Indigenous Business Australia is a unique organisation that promotes and encourages self-management, self-sufficiency and economic independence for Aboriginal and Torres Strait Islander people.</p> <p>Established under the <i>Aboriginal and Torres Strait Islander Act 2005</i>, IBA's programs provide the means 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.</p> <p>It achieves 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>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, respectful and connected.</p> <p>IBA Business Solutions offers business finance, business support and economic development initiatives to eligible Aboriginal and Torres Strait Islander people to assist them to establish, purchase or grow commercially viable small businesses. A range of services is offered including workshops to develop business skills and access to other support guidance and resources. Financial support is provided through a broad suite of financial products including (but not limited to) loans, leasing, invoice financing and performance bonds.</p> | | |
| Role: | <p>The Director, Investments & Asset Management, reports to the Executive Director, Products and Markets, and leads a geographically dispersed team of staff to assist Indigenous organisations and communities to participate in commercial ventures that make a measurable contribution to Indigenous</p> | | |

self-sufficiency. As a member of IBA's senior leadership team the position is required to contribute to the management of the organisation, and liaise with Commonwealth, state and territory agencies, private companies and Indigenous organisations to aid the economic development of Indigenous Australians.

The role is responsible for delivery of:

- Corporate objectives as stated in IBA's Corporate Plan pertaining to Business Solutions.
- Program level goals, particularly all the Portfolio Budget Statements (PBS), including those related to financial return and/or impact.
- Other elements of service delivery including but not limited to project specific KPIs and innovative endeavours.

The role is responsible for the quality of services delivered and appropriateness of enabling policies and systems.

Additionally, the Director, Investments & Asset Management, is responsible for the people management of the Investments & Asset Management program including ensuring that staff are equipped to deliver into the future. The role also plays a key part in assisting IBA to achieve the people goals within the five-year Strategic Plan.

Duties:

- Provide leadership and support to the program, ensuring its high performance in delivering its Planned outcomes.
- Actively contribute to the Products & Markets leadership team.
- Innovate to ensure the program remains relevant to an ever-changing Indigenous sector and economy.
- Foster a collaborative, respectful and inclusive culture where the partners'/customers' needs are paramount.
- Provide opportunities for staff members and teams to be their best.
- Drive continuous improvement through innovation, evaluation and performance monitoring.
- Ensure compliance with all relevant legislations, policies and procedures, both at the IBA group level and at the subsidiary level.
- Monitor financial performance of the directorate and ensure resources are employed effectively and efficiently.
- Prioritise customer service and ensure services are timely, effective, meeting demand and of a high quality.
- Provide support, program performance transparency and policy advice to the CEO and Executive.

- Represent IBA at senior levels with other government departments and maintain robust and useful relationships with stakeholders and external parties.
- Other duties as required.

Required capabilities

These are essential unless otherwise indicated.

Specialist Skills

- Commercial acumen and demonstrated achievement in the investments sector (e.g. social impact investment, private equity, fund management, real estate development)
- Achievement in program development and service delivery
- People management skills including an ability to harness capability to deliver results and drive organisational change
- Strategic and analytical skills of a high order
- Capacity to oversight the acquisition process, subsidiary management, and fund management
- Tertiary qualifications in a relevant or related field highly desirable.

Personal attributes

- Cultural capability including a respect for diversity and ability to communicate sensitively with Aboriginal and Torres Strait Islanders.
- Communication and influencing skills of a high order to develop effective working relationships with a wide range of clients and stakeholders, including sensitivity in dealing with Indigenous communities and individuals.
- Personal drive, enthusiasm and results focus.

Reference documentation: www.iba.gov.au

- IBA five-year Strategic Plan 2018-23
- IBA Code of Conduct and Values

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Applications: email to ibarecruitment@iba.gov.au or

mail to: IBA Recruitment, PO Box 650, Fyshwick ACT 2609

- Resume
- Maximum 800 words addressing the Required Capabilities

Closing date: 19 January 2023