

POSITION STATEMENT

Title:	Head of Investor Relations (identified role ¹)	Position no:	3026
Level:	IBA Level 7 (\$146,074 - \$171,151)	Last updated:	July 2023
Location:	Any capital city (except Tasmania)	Term:	Ongoing
Program:	Investment & Asset Management		
Section:	Investor Relations		
Context: <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>The Investment and Asset Management program partners with Aboriginal and Torres Strait Islander corporations in institutional level investments. The program co-invests alongside these partners in direct equity investments, commercial property as well as managed funds. Through these co-investments and other activities, the program seeks to build the commercial capability of its partners and contribute to growing their economic independence and self-management.</p>			
Role: <p>The Head of Investor Relations reports to the Director, Investment & Asset Management. The role will lead the development of lasting, sustainable relationships with existing and prospective 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. The role will provide strategic input into pipeline creation, product development and improvement initiatives across the investment portfolio and will be active in providing investment education to prospective investors.</p> <p>The role will also guide initiatives across the Investment & Asset Management program to deliver enhanced impact and outcomes creation and measurement, with support from the Investor</p>			

¹ This position is Identified which signifies that the role has strong involvement in matters relating to Aboriginal and Torres Strait Islander peoples.

Relations team. The role will 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) with a view to:
 - identifying and maintaining appropriate understanding and knowledge of the investment needs and aspirations of such organisations, communities and groups;
 - promoting Indigenous co-investment in IBA's Fund Products, Direct Investments and other investment products.
- Developing and managing 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.
- Guiding the development and ongoing implementation of IBA Investment & Asset Management impact creation and measurement framework, including:
 - Managing the delivery of the Investments component of the IBA Impact Report, collaborating with consultants and other IBA teams as required;
 - Implementation of the annual Customer Satisfaction survey and other feedback processes to support the strategic objectives of the program.
- Participating in and providing strategic input into the development of new products and services and playing a proactive role in stakeholder engagement and related initiatives designed to refine IBA's existing products and services.
- Building relationships with key government departments & agencies, private sector, non-government and philanthropic organisations, with a view to obtaining financial, strategic and technical support for the initiatives referenced above.
- Assisting co-investors to obtain independent financial advice where appropriate.
- Providing leadership and support to the Investor Relations team, ensuring its high performance in delivering its planned outcomes.
- Actively contributing to the Investments Senior Leadership team and foster a collaborative, respectful and inclusive culture.
- 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.
- 8+ years' experience in finance or a related background and demonstrated understanding of investment markets and products.
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- Strong understanding of the key investment risks and opportunities present for First Nations people, communities and organisations.
- 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 provide strong leadership to foster a collaborative 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.
- Strong analytical and lateral-thinking skills. 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.

Prerequisite requirements

- Tertiary qualifications in accounting, business finance, commerce or related disciplines are essential;
- Ability to become an Individual Authorised Representative of the IBA Funds Australian Financial Services Licensee; and
- Willingness and ability to undertake regional and remote travel, including overnight absences as required.

Reference documentation: www.iba.gov.au

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

Further enquiries: Jana King, email: Jana.King@iba.gov.au

Applications: email to ibarecruitment@iba.gov.au

- Application Coversheet
- Resume
- Cover letter addressing your motivation for the role and your claims against 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: 10 August 2023