



Position Description – Workforce Development Manager

Full-time | Canberra or Flexible/Home-based | \$102,900pa + super + salary packaging

About AIPPA

The Australian Indigenous Psychologists Association (AIPPA) is the national body for Aboriginal and Torres Strait Islander psychologists. We are committed to strengthening the Aboriginal and Torres Strait Islander psychology workforce, supporting social and emotional wellbeing, and promoting culturally safe approaches to mental health and suicide prevention.

Our work includes advocacy, workforce development, member support, and the delivery of programs and resources that build the skills, knowledge, and professional networks of our members.

About the Role

AIPPA is seeking an experienced **Workforce Development Manager** to lead the delivery of our new Learning and Professional Development (LPD) Program for psychologists and people working in mental health and suicide prevention.

This is an exciting opportunity to shape and deliver a program that supports Aboriginal and Torres Strait Islander psychologists and psychology students to grow their skills, knowledge, and confidence through culturally safe, high-quality learning experiences.

In this role, you will be responsible for designing, coordinating, and evaluating professional development activities, workshops, and resources. You will work closely with members, Elders, subject matter experts, and partner organisations to ensure learning opportunities meet professional standards and reflect the strengths, needs, and cultural priorities of our community.

Key Responsibilities

- Lead the implementation and ongoing management of AIPPA's Learning and Professional Development Program.
- Manage the design process by working with AIPPA's experts to deliver high-quality professional development activities, including workshops, webinars, training sessions, and mentoring opportunities.
- Coordinate the development of culturally informed learning resources and materials.
- Build and maintain relationships with members, trainers, subject matter experts, and partner organisations.
- Manage program logistics, including scheduling, participant communications, venue/online platform arrangements, and resource distribution.
- Oversee program evaluation and continuous improvement processes.

- Ensure all activities align with professional standards, cultural safety principles, and AIPA's strategic priorities.

Key Selection Criteria

Essential:

1. Demonstrated experience in managing learning and development programs or professional development initiatives.
2. Strong skills in program planning, coordination, and evaluation.
3. Excellent relationship management and communication skills, with the ability to engage effectively with a wide range of stakeholders and team members.
4. Proven ability to work independently, manage multiple priorities and deliver high-quality outcomes within deadlines.

Desirable:

- Experience in delivering or managing professional development in the health, mental health, or psychology sector.
- Experience working in an Aboriginal and Torres Strait Islander community-controlled organisation.
- Understanding of Aboriginal and Torres Strait Islander mental health, social and emotional wellbeing, and/or workforce development needs.

Our Commitment

AIPA is committed to building a diverse and inclusive workplace. **Suitably qualified and experienced Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply.**

Note: This position is **only open to Australian and New Zealand citizens, and Australian permanent residents**, who have the right to live and work in Australia.

How to Apply

Submit your CV (max 2 pages) and a cover letter (max 1 page) addressing the key selection criteria via www.ethicaljobs.com.au by **4pm AEST, 28 September 2025**.

For more information about the role or AIPA, please contact people@aipa.asn.au or visit www.aipa.asn.au.