

Reconciliation Action Plan (RAP) Officer

- **2 roles available**
- **Canberra or Sydney**
- **Annual salary: \$50,000 - \$70,000 + Superannuation (dependent on experience)**
- **Full-time preferred (Part-time considered)**

Our organisation

Reconciliation Australia is an independent, not-for-profit organisation that promotes reconciliation between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled Australia.

Reconciliation Australia will provide you with a unique experience working in the not-for-profit sector and liaising closely with individuals, senior executives and working groups from a range of sectors.

We provide a flexible working environment, additional leave provisions and a supportive close-knit team with offices in Canberra and Sydney.

The role

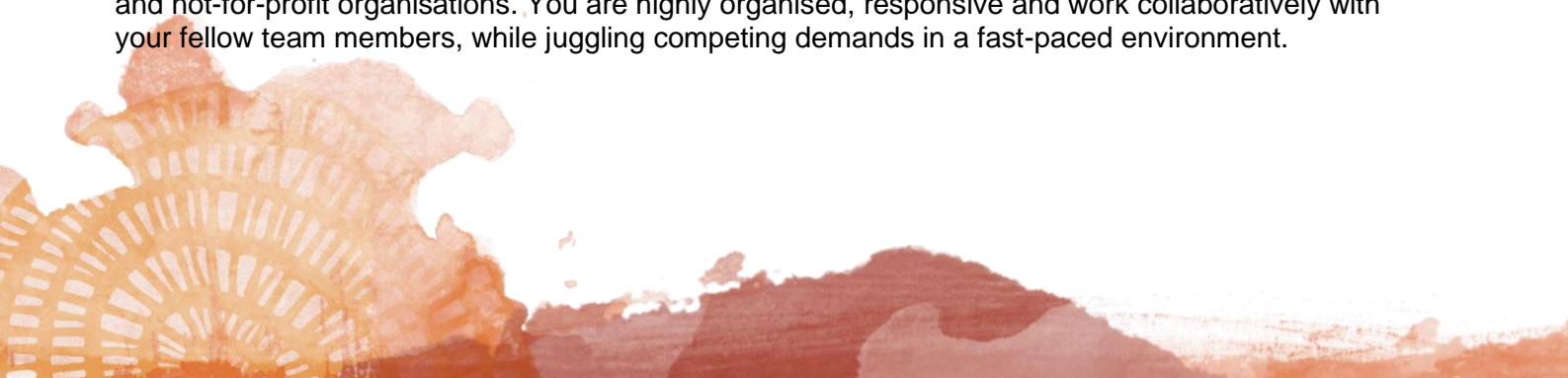
We are seeking a RAP Officer and Senior RAP Officer to contribute to the exciting next chapter of growth and impact for the Reconciliation Action Plan (RAP) program. In the past year, over 2,000 new organisations have started their RAP journey. We are poised to implement program adjustments to enhance our reach and impact.

The successful candidates will be capable relationship managers with proven skills to engage a range of organisations (corporate, not for profit and government). They will have a high level of understanding of and capacity to engage Aboriginal and Torres Strait Islander stakeholders.

We are especially interested in candidates with experience in one (or more) of the following: (1) delivering training and capacity building events using both online and in-person training methods; (2) experience in the use of Salesforce or other CRM to manage stakeholder engagement; and/or, (3) design and implementation of program evaluation and applied research activities to enhance program delivery.

About you

You thrive in a supportive team environment and are passionate about the vision of Reconciliation Australia. You are an effective communicator with the ability to deal with multiple stakeholders at all levels and across an array of sectors including government, corporates, small to medium businesses and not-for-profit organisations. You are highly organised, responsive and work collaboratively with your fellow team members, while juggling competing demands in a fast-paced environment.



We are committed to improving employment opportunities for Aboriginal and Torres Strait Islander peoples and welcome applications from all Australians, especially those of Aboriginal and Torres Strait Islander descent as your cultural and lived experience is central to the work we do.

Salary and other details

The salary range for these roles is \$50,000 - \$70,000 + Superannuation, dependent on experience and qualifications, and is a fixed-term contract to 30 June 2023 with possibility of extension depending on funding.

Applicants for this position should have valid working rights for Australia.

Selection criteria

Essential:

1. Demonstrated ability to liaise effectively and build productive relationships with a wide range of stakeholders including government, corporate, small to medium businesses, sport, education and not-for-profit sectors.
2. Demonstrated knowledge and experience with topics relevant to the development and implementation of Reconciliation Action Plans, including but not limited to, Aboriginal and Torres Strait Islander employment, training and retention strategies; Aboriginal and Torres Strait Islander procurement; and employee engagement including cultural competency.
3. Demonstrated analytical and problem-solving skills.
4. Proven time management and organisational skills to successfully meet deadlines in a fast paced environment.
5. Excellent written and oral communications skills, including the ability to present in public forums.
6. Demonstrated interpersonal skills with an ability to work collaboratively in a team environment.
7. High level of understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and issues, and demonstrated ability to engage key Aboriginal and Torres Strait Islander stakeholders in the work of Reconciliation Australia.

Desirable:

- Exemplary stakeholder management skills demonstrated by experience in a customer service or similar role.
- Experience implementing ESG and/or diversity and inclusion efforts with large organisations.
- Consulting or professional experience working within the corporate, government, education and/or not-for-profit sectors.

How to apply

Email your:

- CV; **and**
- Covering letter *addressing the selection criteria*, preferred location and quoting 'RAP Officer'

to jobs@reconciliation.org.au as soon as possible.

The full Position Description is below.

POSITION DESCRIPTION

Job title:	Reconciliation Action Plan (RAP) Program Officer
Reporting to:	Manager Reconciliation Action Plan (RAP) Program
Classification level:	RA Level 3 or 4
Salary range:	\$50,000 - \$70,000 per annum plus Superannuation (dependent on experience)
Term:	Full-time or part-time fixed-term until 30 June 2023

ORGANISATIONAL OVERVIEW

Reconciliation Australia is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled Australia.

POSITION PURPOSE

As a member of the Reconciliation Action Plan (RAP) team you will collaborate closely with new and existing RAP partners driving the development and implementation of their Reconciliation Action Plans, while supporting the strategic direction of the RAP Program. The role will lead internal projects within the organisation, refining the outcome and impact of the RAP Program.

DUTIES

Stakeholder Engagement	<ul style="list-style-type: none">• With support from the RAP Program Manager build and maintain effective ongoing relationships with key stakeholders and partners across all levels of government, corporate, sport, education & training and not-for-profit sectors, closely collaborating on challenging and innovating projects.• Support the successful implementation of RAPs by providing customised insights and practicable recommendations to RAP partners based on their reconciliation goals.• Actively engage Aboriginal and Torres Strait Islander organisations and stakeholders to create informative RAPs and work collaboratively with Reconciliation Australia.
------------------------	---

	<ul style="list-style-type: none"> • Identify and respond to client priorities in a proactive and customer focused way.
Manage Portfolio	<ul style="list-style-type: none"> • Under supervision of the RAP Program Manager, provide detailed and strategic guidance on the development and implementation of high impact RAPs to a portfolio of ~100 diverse organisations in assigned portfolio(s). • Deliver presentations and participate in the promotion and management of events to increase the network and engagement of RAP partners and organisations. • Deliver seamless, customer-focused service, supported by a commitment to simplified and efficient processes and maintaining effective record and database management.
RAP Program Improvements	<ul style="list-style-type: none"> • Assist the General Manager with the strategic direction for the team as a whole by organising workflow, sharing resources and initiating ideas for business development. • Identify opportunities to improve processes to deliver outcomes.
Other	<ul style="list-style-type: none"> • Undertake other tasks as directed by the General Manager, RAP Program.

SELECTION CRITERIA:

1. Demonstrated ability to liaise effectively and build productive relationships with a wide range of stakeholders including government, corporate, small to medium businesses, sport, education and not-for-profit sectors.
2. Demonstrated knowledge and experience with topics relevant to the development and implementation of Reconciliation Action Plans, including but not limited to, Aboriginal and Torres Strait Islander employment, training and retention strategies; Aboriginal and Torres Strait Islander procurement; and employee engagement including cultural competency.
3. Demonstrated analytical and problem-solving skills.
4. Proven time management and organisational skills to successfully meet deadlines in a fast paced environment.
5. Excellent written and oral communications skills, including the ability to present in public forums.
6. Demonstrated interpersonal skills with an ability to work collaboratively in a team environment.
7. High level of understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and issues, and demonstrated ability to engage key Aboriginal and Torres Strait Islander stakeholders in the work of Reconciliation Australia.

Desirable:

- Exemplary stakeholder management skills demonstrated by experience in a customer service or similar role.
- Experience implementing ESG and/or diversity and inclusion efforts with large organisations.
- Consulting or professional experience working within the corporate, government, education and not-for-profit sectors.