



POSITION DESCRIPTION

Job title:	Senior Officer – Professional Learning and Curriculum, Narragunnawali
Reporting to	General Manager – Narragunnawali
Classification level:	RA level 4.A
Salary range:	\$80,000 – \$90,000 per annum plus superannuation
Term:	Full-time, fixed-term until 30 June 2024
Reviewed:	March 2022

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.

Reconciliation Australia's **Narragunnawali: Reconciliation in Education** program has resources and tools for schools and early learning services to actively contribute to the reconciliation movement. Through the Narragunnawali online platform, schools and early learning services can develop a Reconciliation Action Plan (RAP), and teachers and educators can access professional learning and curriculum resources to support the implementation of reconciliation initiatives.

Narragunnawali (pronounced narra-gunna-wally) is a word from the language of the Ngunnawal people, Traditional Owners of the land on which Reconciliation Australia's Canberra office is located. The word means alive, wellbeing, coming together and peace. We pay our respects and thank the United Ngunnawal Elders Council for giving us permission to use the word *narragunnawali*.

POSITION PURPOSE

The Senior Officer contributes to the ongoing development and implementation of the Narragunnawali: Reconciliation in Education program with a focus on professional learning and curriculum resources and partnerships. This is achieved through developing and maintaining content and resources for the Narragunnawali online platform, optimising user participation and engagement with the program, and managing external advisory and resource development partnerships.

DUTIES

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Content development	<ul style="list-style-type: none"> • Develop and maintain Narragunnawali platform content to ensure currency and relevance. • Monitor and evaluate user engagement with professional learning and curriculum resources.
Stakeholder Engagement	<ul style="list-style-type: none"> • Identify opportunities to enhance and increase engagement teacher and educator engagement with Narragunnawali professional learning and curriculum resources. • Organise and facilitate Narragunnawali professional learning webinars and workshops for teachers and educators. • Seek opportunities for accreditation with relevant teacher accreditation organisations and bodies. • Manage relationships with external resource development partners. • Undertake review of external resources providing advice and recommendations in line with best practice. • Identify opportunities for resource partnerships in line with Narragunnawali and Reconciliation Australia objectives.
General	<ul style="list-style-type: none"> • Represent Reconciliation Australia in public forums. • Field public enquiries and provide support to Narragunnawali community. • Identify opportunities for strategic collaboration within Narragunnawali team and with other teams across Reconciliation Australia. • Prepare internal reporting, correspondence and briefs • Contribute to the strategic direction of the Narragunnawali program by initiating ideas for program development.
Other	<ul style="list-style-type: none"> • Undertake other tasks as directed by the General Manager, Narragunnawali: Reconciliation in Education.

SELECTION CRITERIA
<p>Essential:</p> <ol style="list-style-type: none"> 1. High level understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and the reconciliation movement. 2. Demonstrated experience developing and evaluating curriculum and/or professional learning resources for early learning and/or primary and/or secondary school. 3. Demonstrated ability to build and maintain relationships and strategic alliances with a wide range of stakeholders including Aboriginal and Torres Strait Islander people and organisations, Government, corporate and not-for-profit sectors. 4. Proven management and organisational skills and demonstrated ability to deliver program outcomes on time and to a high standard.

SELECTION CRITERIA

5. High level understanding of Aboriginal and Torres Strait Islander content as per school and early learning frameworks; Australian Curriculum, Early Years Learning Framework, AITSL and ACECQA standards.
6. Excellent interpersonal, written and oral communications skills, including the ability to represent an organisation in public forums.
7. Ability to work co-operatively in a team environment and collaboratively with other units within an organisation.
8. Commitment and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.

Desirable:

1. Australian teaching qualification and/or experience in early learning, primary or secondary schools.
2. Experience utilising Narragunnawali curriculum or professional learning resources and/or developing and implementing a Reconciliation Action Plan (RAP).
3. Possession of a Working with Children Check or the ability to be eligible to acquire one.