

POSITION DESCRIPTION

Job title:	Senior Officer – Reconciliation Action Plan Program
Reporting to:	Manager – Reconciliation Action Plan Program
Classification level:	RA Level 4.A
Salary range:	\$70,000 - \$85,000 per annum plus superannuation
Term:	Full-Time Fixed-Term until 30 June 2023
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.

POSITION PURPOSE

As a member of the Reconciliation Action Plan (RAP) team you will collaborate closely with new and existing partners, supporting the strategic direction of the program and driving the development and implementation of partners' Reconciliation Action Plans (RAPs). The role will lead internal projects within the organisation, refining the outcome and impact of the 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 inform and advance the work of Reconciliation Australia. • Identify and respond to client priorities in a proactive and customer focused way.
Manage Portfolio	<ul style="list-style-type: none"> • Deliver presentations and participate in the promotion and management of events to increase the network and engagement of RAP partners and organisations. • Maintain effective record and database management.
RAP Program Improvements	<ul style="list-style-type: none"> • Assist the General Manager and Program Managers with the strategic direction for the team by organising workflow, sharing resources and initiating ideas for business development.

DUTIES

	<ul style="list-style-type: none">• Deliver seamless customer focused service supported by simplified and efficient processes.• Identify opportunities to improve processes to deliver outcomes.
Support RAP Officers	<ul style="list-style-type: none">• Provide leadership and mentoring to junior staff in the RAP team.
Other	<ul style="list-style-type: none">• Undertake other tasks as directed by the General Manager, RAP Program.

SELECTION CRITERIA:**Essential:**

1. Demonstrated ability to liaise effectively and build productive relationships with a wide range of stakeholders including government, corporate, 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 with experience leading projects and contributing to the strategic direction of a team.
4. Proven project management and organisational skills and ability to work with other staff to deliver results 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 co-operatively in a team environment and build a positive team culture.
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:

1. Consulting or professional experience working within the corporate, government, education and not-for-profit sectors.
2. Experience with one (or more) of the following: (1) delivering training and capacity building events using both online and in-person training methods; (2) managing and developing online learning communities through targeted events, communication, and resource development; and/or, (3) design and implementation of program evaluation and applied research activities to enhance program delivery.