

Senior Reconciliation Action Plan (RAP) Officer

- Location: Canberra or Sydney
- Annual salary: \$80,000 - \$90,000 + Superannuation
- Flexible Working Environment – Part time hours considered

Context

Reconciliation Australia – a national not for profit organisation committed to building a just, equitable, and reconciled nation – has one opening for a Senior RAP Officer to contribute to the exciting next chapter of growth and impact for the Reconciliation Action Plan (RAP) program.

We invite qualified candidates to apply to join our team as we work alongside a diverse range of Australian organisations to build a “new normal” by advancing reconciliation, as we directly impact one in four Australians every single day. A program that started with eight trailblazing organisations in 2006, today the RAP program is a network of over 2,200 organisations advancing reconciliation by building relationships, respect, and opportunities between Aboriginal and Torres Strait Islander communities and the broader community.

Over 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.

Successful candidates will be capable relationship managers with the proven ability to apply multistakeholder approaches with 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 strong business communication and project management skills with experience and/or knowledge in one or more of the following: (1) organisational and individual capacity building, (2) the design and delivery of both online and in-person training activities; (3) participatory and collaborative approaches to capacity building (4) facilitation skills in small and large groups

Success and job satisfaction will come from their contribution to enhancing the impact of a unique program driving change across the nation.

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 Senior RAP Officer to collaborate closely with new and existing RAP partners, and drive the development and implementation of their Reconciliation Action Plans, while supporting the strategic direction of the program. The role will lead internal projects within the organisation, refining the outcome and impact of the RAP Program.

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.

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

Salary and other details

The salary range for this role is \$80,000 - \$90,000 + Superannuation, dependent on experience and qualifications, and is a fixed-term contract to 30th June, 2023 with possibility of extension depending on funding.

How to apply

Email jobs@reconciliation.org.au your:

1. CV;
2. Covering Letter addressing:
 - a. the Selection Criteria set out in the Position Description below;
 - b. preferred location (Sydney or Canberra); and
 - c. Quoting ref: RAP
3. Completed RA Cover Sheet, see below.

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:	\$80,000 - \$90,000 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
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	<p>and advance the work of Reconciliation Australia.</p> <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"> • 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. • 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.

Cover Sheet

Position Title:**Personal Details**Title: Mr Ms Mrs Miss Dr Other: Please Specify

Surname:

Given Names:

Email:

Postal Address:

Suburb:

State:

Postcode:

Telephone:

Mobile:

Other DetailsDo you wish to identify as an Aboriginal and/or Torres Strait Islander person? **Yes / No**Do you wish to identify as a person from a culturally and linguistically diverse background? **Yes / No**Are you an Australian citizen? **Yes / No**If No, do you have valid and current Australian working rights: **Yes / No**Have you previously attended an interview with Reconciliation Australia: **Yes / No****Referee 1:**

Name:

Title:

Working Relationship:

Length of Relationship:

Contact Details:

Phone:

Email:

Referee 2:

Name:

Title:

Working Relationship:

Length of Relationship:

Contact Details:

Phone: Email:

How did you hear about this vacancy?

