

Manager – Indigenous Governance Program

- **Canberra or Sydney**
- **Annual salary: \$110,000 - \$120,000 + Superannuation (dependent on experience)**
- **Full-time or part-time plus - flexible working environment**

Our organisation

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.

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

The role

This exciting position manages the end-to-end Indigenous Governance Program (IGP) including the Indigenous Governance Awards (IGA's), Indigenous Governance Network, Corporation Partnerships Program, as well as supporting the development and delivery of Indigenous Governance resources and events.

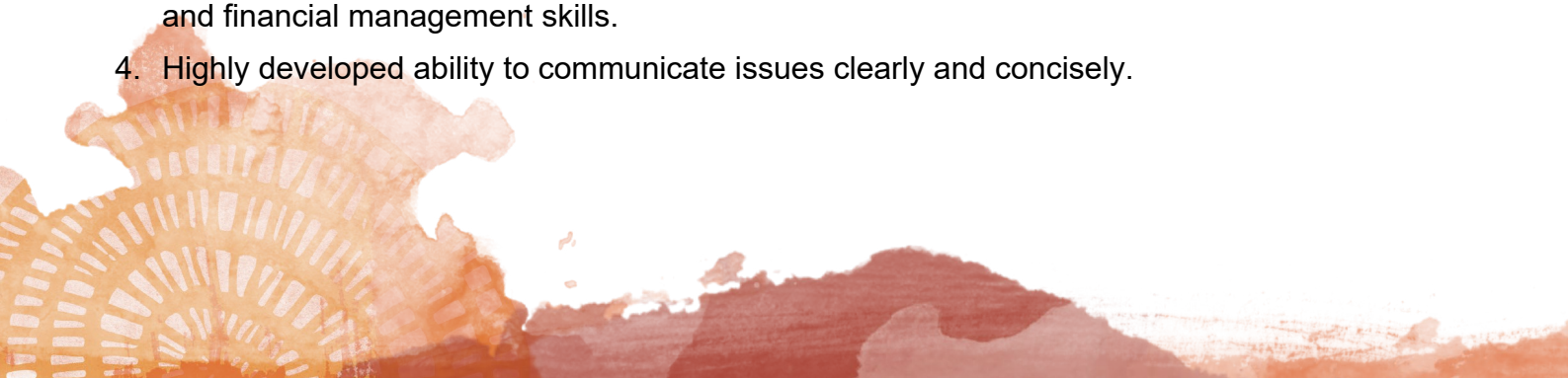
About you

You are a highly experienced manager with exceptional ability to engage, build and maintain effective relationships with a wide range of stakeholders including Aboriginal and Torres Strait Islander leaders, individuals, and organisations. You have strong project management skills and can effectively lead a team of two. You have a deep understanding and awareness of Aboriginal and Torres Strait Islander peoples, their cultures and issues affecting them.

Selection Criteria

Essential

1. High level ability to develop and maintain productive working relationships with a range of stakeholders including Aboriginal and Torres Strait Islander people and organisations, government, corporate and the not-for-profit sectors.
2. High level ability to manage complex programs, including the development and implementation of an effective program cycle
3. Strong management and organisational skills including project and/or events management and financial management skills.
4. Highly developed ability to communicate issues clearly and concisely.



5. High level ability to work in a team environment and collaboratively with other teams across Reconciliation Australia.
6. Ability to take initiative and to prioritise work over a range of projects and meet deadlines.
7. Deep understanding and awareness of Aboriginal and Torres Strait Islander peoples, their cultures and issues affecting them.
8. Tertiary qualifications in a relevant discipline

Desirable

1. Experience in and/or an understanding of Indigenous Governance.

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 \$110,000 - \$120,000 + Superannuation, dependent on experience and qualifications, and is a fixed-term contract till December 2022, with the 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: Manager - IGP
3. Completed RA Cover Sheet, see below.

POSITION DESCRIPTION

Job title:	Manager, Indigenous Governance Program
Reporting to:	General Manager - Policy, Research & Government Affairs (PRAGA)
Classification level:	RA Level 5
Salary range:	\$110,000 - \$120,000 per annum plus superannuation
Term:	Full-Time Fixed-Term until 31 Dec 2022, with possible extension up to 5 years
Location:	Canberra/Sydney
Reviewed:	May 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

This position will manage the Indigenous Governance Program (IGP) including the Indigenous Governance Awards (IGA's), Indigenous Governance Network, Corporation Partnerships Program, as well as support the development and delivery of Indigenous Governance resources and events.

DUTIES

Strategic Direction	<ul style="list-style-type: none"> • Provide high level advice and support the development of strategic and operational plans, and other internal program delivery processes. • Engage and manage relationships with high-profile Indigenous leaders and stakeholders, the funding body, and Aboriginal and Torres Strait Islander community organisations.
Project Management	<ul style="list-style-type: none"> • Work collaboratively with other areas of Reconciliation Australia, to effectively manage and deliver the Indigenous Governance Program including: <ul style="list-style-type: none"> ○ development and implementation of a ○ development and implementation of existing program areas and new initiatives as they arise

	<ul style="list-style-type: none"> ○ collaborate with the Finance Manager to oversee budget and administration, and travel arrangements; ○ identify and manage risks. • Develop a strong relationship with the Australian Indigenous Governance Institute and work in partnership with them in the delivery of the Program. • Implement an effective program cycle for the Indigenous Governance Program which includes a MEL framework aligned to funder requirements and Reconciliation Australia policy. • Review Reconciliation Australia policies and processes relevant to the Indigenous Governance Program and implement program evaluation findings. • Develop and implement effective program management systems and processes.
Leadership	<ul style="list-style-type: none"> • Manage and support development of the IGP team. • In the General Manager's absence, undertake an acting role as directed. • Attend Senior Executive Team (SET) meetings as required.
Stakeholder engagement and communication	<ul style="list-style-type: none"> • Engage, build and maintain effective relationships with Aboriginal and Torres Strait Islander leaders, individuals and organisations.
Other	<ul style="list-style-type: none"> • Undertake other tasks as directed by the General Manager PRAGA.

SELECTION CRITERIA

Essential:

1. High level ability to develop and maintain productive working relationships with a range of stakeholders including Aboriginal and Torres Strait Islander people and organisations, government, corporate and the not-for-profit sectors.
2. High level ability to manage complex programs, including the development and implementation of an effective program cycle.
3. Strong management and organisational skills including project and/or events management and financial management skills.
4. Highly developed ability to communicate issues clearly and concisely.
5. High level ability to work in a team environment and collaboratively with other teams across Reconciliation Australia.
6. Experience and ability to lead, manage and develop a team.
7. Ability to take initiative and to prioritise work over a range of projects and meet deadlines.
8. High order written and oral communication skills including the ability to communicate issues clearly and concisely.
9. Deep understanding and awareness of Aboriginal and Torres Strait Islander peoples, their cultures and issues affecting them.

10. Commitment and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.

11. Tertiary qualifications in a relevant discipline.

Desirable:

12. Experience in and/or an understanding of Indigenous Governance.

13. Applicants from an Aboriginal and/or Torres Strait Islander background strongly encouraged to apply

Cover Sheet

Position Title:		
Personal Details		
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other: Please Specify		
Surname:		Given Names:
Email:		
Postal Address:		
Suburb:	State:	Postcode:
Telephone:		Mobile:
Other Details		
Do 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:		Referee 2:
Name:		Name:
Title:		Title:
Working Relationship:		Working Relationship:
Length of Relationship:		Length of Relationship:
<u>Contact Details:</u>		<u>Contact Details:</u>
Phone:		Phone: Email:
Email:		
How did you hear about this vacancy?		