

## POSITION DESCRIPTION

<b>Job title</b>	Senior Officer – Education Partnerships, Narragunnawali
<b>Reporting to</b>	General Manager – Narragunnawali Program
<b>Classification level</b>	RA Level 4.A
<b>Salary range</b>	\$80,000 - \$90,000 per annum plus superannuation
<b>Term</b>	Full-time fixed-term until 30 June 2024
<b>Location</b>	Canberra/Sydney

### ORGANISATIONAL OVERVIEW

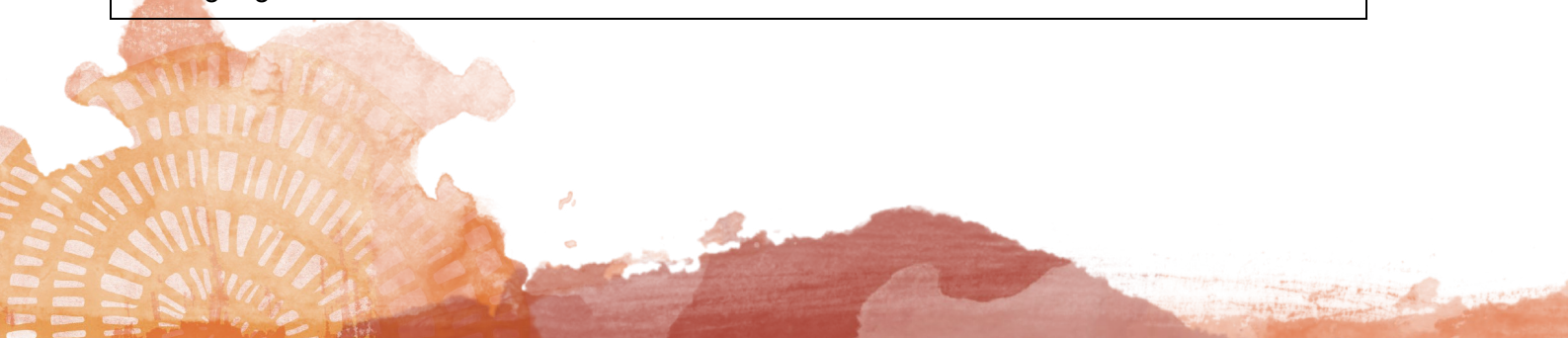
Reconciliation Australia is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled 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 is responsible for the ongoing development and implementation of the Narragunnawali program with a focus on developing strategic partnerships across the education sector to support the take up and impact of the Narragunnawali program across Australia. This is achieved through collaborating with key organisations to drive and strengthen a reconciliation commitment across the Australian education sector, and through supporting the development and implementation of Reconciliation Action Plans (RAPs) for education and training organisations.



## DUTIES

Stakeholder engagement and communication	<ul style="list-style-type: none"> <li>• Build and maintain effective ongoing relationships with key stakeholders within the education and training ecosystem to support take up and impact of the Narragunnawali program, including Aboriginal and Torres Strait Islander community organisations.</li> <li>• Convene key system actors to drive shared goals around reconciliation in education.</li> <li>• Identify opportunities to partner with key stakeholders on challenging and innovative projects.</li> </ul>
Projects and partnerships	<ul style="list-style-type: none"> <li>• Support the development and implementation of education and training sector RAPs (e.g. professional associations, curriculum resource providers, universities, TAFEs etc) working collaboratively with the RAP team.</li> <li>• Provide customised insights and practicable recommendations to RAP partners based on their reconciliation in education goals.</li> <li>• Contribute to internal and external education research, policy review consultations and advocacy campaigns, including relevant collaboration with other business units within Reconciliation Australia.</li> <li>• Consider broader core program areas and collaborate with other team members to deliver on program goals and outcomes.</li> </ul>
General	<ul style="list-style-type: none"> <li>• Represent Reconciliation Australia in public forums.</li> <li>• Field public enquiries and provide support to Narragunnawali community.</li> <li>• Identify opportunities for strategic collaboration within Narragunnawali team and with other teams across Reconciliation Australia.</li> <li>• Prepare internal reporting, correspondence and briefs</li> <li>• Contribute to the strategic direction of the Narragunnawali program by initiating ideas for program development.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Undertake other tasks or projects as directed by the General Manager, Narragunnawali: Reconciliation in Education.</li> </ul>

## **SELECTION CRITERIA**

### **Essential:**

1. High level understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and the reconciliation movement.
2. 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.
3. 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.
4. Proven project management and organisational skills and demonstrated ability to deliver program outcomes on time and to a high standard.
5. Excellent interpersonal, written and oral communications skills, including the ability to represent an organisation in public forums.
6. Ability to work co-operatively in a team environment and collaboratively with other units within an organisation.
7. Commitment and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.

### **Desirable:**

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

## Cover Sheet

<b>Position Title:</b>		
<b>Personal Details</b>		
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:
<b>Other Details</b>		
Do you wish to identify as an Aboriginal and/or Torres Strait Islander person? <b>Yes / No</b>		
Do you wish to identify as a person from a culturally and linguistically diverse background? <b>Yes / No</b>		
Are you an Australian citizen? <b>Yes / No</b>		
If No, do you have valid and current Australian working rights: <b>Yes / No</b>		
Have you previously attended an interview with Reconciliation Australia: <b>Yes / No</b>		
<b>Referee 1:</b>	<b>Referee 2:</b>	
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?		