

POSITION DESCRIPTION

Job title:	Senior Officer – Research and Development Community Truth-telling Program
Reporting to:	Manager – Research and Development, Community Truth-telling Program
Classification level:	RA level 4
Salary range:	\$85,000 - \$90,000
Term:	Full-time, fixed-term until 30 June 2025
Location:	Sydney (preferred, but negotiable)
Reviewed:	December 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 is developing a **Community Truth Telling Program (CTTP)** that will provide a foundation for community members to work together to understand the impacts of the wrongs of the past and make amends, and ensure those wrongs are never repeated.

The Community Truth-telling Program will foster an understanding of the importance of learning about our shared past and support the development of a nationwide culture of truth-telling whilst supporting Aboriginal and Torres Strait Islander people to heal from the past, in turn strengthening relationships.

POSITION PURPOSE

The Senior Officer, Research and Development will undertake research activities and develop tools and resources which will support community stakeholders who embark on truth telling initiatives.

Together with the Manager, Research and Development, the role will also be responsible for developing and implementing a monitoring, evaluation and learning (MEL) framework which will measure results and strengthen ongoing program strategy and delivery.

DUTIES

Research and resource development	<ul style="list-style-type: none"> • Research truth-telling and healing initiatives, including conducting literature and policy reviews to inform resource development. • Identify and work with academics/researchers to establish relevant research partnerships.
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DUTIES	
	<ul style="list-style-type: none"> • Develop tools and resources including fact sheets, case studies and other collateral which will be used by stakeholders to support truth-telling activities. • Prepare regular reports on resource development and research.
Monitoring, evaluation and learning	<ul style="list-style-type: none"> • Assist in the development and implementation of a monitoring, evaluation and learning (MEL) framework which collects data and feedback required for the ongoing measurement of program results. • Aggregate, analyse and communicate program results with the assistance of external consultants. • Use data and learnings to make recommendations which will assist in strengthening ongoing program strategy and activities.
Program support	<ul style="list-style-type: none"> • Support the overall development, implementation and evaluation of the Community Truth-telling Program with effective program management systems and processes. • Work in a small team and build a strong and effective team culture within it. • Work collaboratively with other areas of Reconciliation Australia, to support and deliver the Community Truth-telling program.
Stakeholder engagement and communication	<ul style="list-style-type: none"> • Engage, build and maintain effective relationships with all stakeholders including Aboriginal and Torres Strait Islander leaders, individuals and organisations.
Other	<ul style="list-style-type: none"> • Undertake other tasks as directed by the Manager: Research and Development, Community Truth-telling Program and Senior Manager, Community Truth-telling program.

SUCCESS CRITERIA
<p>Essential:</p> <ol style="list-style-type: none"> 1. You have strong research and analytical skills, including the ability to critically think and make recommendations based on relevant evidence. 2. You are experienced in the development of resources and tools for a community-based program. 3. You have demonstrated knowledge and experience in monitoring, evaluation and learning activities to support program performance and improvement. 4. Excellent writing, communication and presentation skills, including the ability to present complex information in a clear and succinct way. 5. Experience in developing and maintaining productive working relationships with a range of stakeholders including Aboriginal and Torres Strait Islander people and organisations, government and community groups.

6. Strong understanding and/or experience in the research of Aboriginal and Torres Strait Islander Peoples, societies, culture, including experience in and/or an understanding of truth-telling internationally and within the Australian context
7. Ability to take initiative, proactively plan your work and deliver on priorities work across a range of projects, to meet deadlines.
8. Relevant tertiary qualifications which can include social sciences, policy, government administration just to name a few. This is not an exhaustive list.