

## POSITION DESCRIPTION

<b>Job title:</b>	Senior Officer – Reconciliation Action Plan Program (Outreach)
<b>Reporting to:</b>	Manager – Reconciliation Action Plan Program
<b>Classification level:</b>	RA Level 4
<b>Salary range:</b>	\$80,000 - \$85,000 per annum plus superannuation
<b>Term:</b>	Full-Time Fixed-Term until 30 June 2024
<b>Reviewed:</b>	August 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.

We **recognise and value** the importance of Aboriginal and Torres Strait Islanders' unique cultures, knowledges and experiences and extend an open invitation for you to reach out, apply or contact us. We know that skills and experience can be built in many ways, including through unpaid and volunteer work, or work to support your community.

### POSITION PURPOSE

The Senior RAP Officer (Outreach) works closely with a wide range of RAP partners and their stakeholders to gather strategic insights to enhance the impact of the program. The role will work closely with the Program Manager (RAP Development & Outreach) with a particular focus on leading engagement activities with key First Nations stakeholders.

### DUTIES

Stakeholder Engagement	<ul style="list-style-type: none"> <li>• Lead engagement with Aboriginal and Torres Strait Islander stakeholders to ensure high impact RAPs are aligned with and delivering on their priorities.</li> <li>• Conduct outreach activities to increase the engagement of high impact organisations and industries in the RAP Program.</li> <li>• Collaborate closely with the RAP Program Manager to monitor and address concerns that arise about RAP partner actions.</li> </ul>
RAP Development and Implementation	<ul style="list-style-type: none"> <li>• Work closely with the RAP Program Manager to ensure the development of robust and sustainable RAPs across a range of sectors.</li> <li>• Manage a diverse portfolio of leading RAP partners.</li> <li>• Support the successful implementation of leading RAPs by providing strategic insights and feedback to enhance impact.</li> <li>• Contribute strategic insights to the Elevate Peer Review Process for aspiring and renewing Elevate organisations.</li> </ul>

<b>DUTIES</b>	
	<ul style="list-style-type: none"> <li>• Deliver presentations and participate in the promotion and management of events to increase the network and engagement of RAP partners and organisations.</li> <li>• Maintain effective record and database management to a high standard.</li> </ul>
RAP Program Improvements	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Lead and apply a process of continuous improvement to the RAP partner feedback process.</li> <li>• Deliver seamless customer focused service supported by simplified and efficient processes.</li> <li>• Identify opportunities to improve processes deliver on leadership success activities.</li> </ul>
Support RAP Officers	<ul style="list-style-type: none"> <li>• Provide leadership and mentoring to junior staff in the RAP team.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Undertake other tasks as directed by the General Manager, RAP Program.</li> </ul>

<b>SUCCESS CRITERIA:</b>
<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. You understand the importance and uniqueness of Aboriginal and Torres Strait Islander peoples, their cultures, knowledges and experiences and have a strong track record of respectfully and effectively working with Australia's First Nations peoples.</li> <li>2. You are an effective relationship builder, tailoring your approach and demonstrating your ability to develop and manage relationships with a wide range of stakeholders, to ensure effective program delivery. These include government, corporate, sport, education and not-for-profit sectors.</li> <li>3. You are highly organised and accountable. You plan ahead to ensure delivery and work well with other staff to deliver results in a fast paced environment, while building a positive team culture.</li> <li>4. Excellent written and oral communications skills, including the ability to present in public forums.</li> <li>5. You have good analytical and problem solving skills and apply these to manage complex situations, ensure continuous improvement of your work area and contribute to the strategic direction of a team.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>6. Demonstrated knowledge and experience with one or more of the following topics relevant to the development and implementation of Reconciliation Action Plans: Aboriginal and Torres Strait Islander employment, training, and retention strategies; Aboriginal and Torres Strait Islander procurement; and employee engagement including cultural competency.</li> <li>7. Demonstrated capacity to effectively mediate disagreements and sensitively resolve complex issues.</li> </ol>

