

## POSITION DESCRIPTION

<b>Job title:</b>	Senior Officer – Engagement and Healing Community Truth-telling Program
<b>Reporting to:</b>	Manager – Engagement and Healing, Community Truth-telling Program
<b>Classification level:</b>	RA level 4
<b>Salary range:</b>	\$85,000 - \$95,000
<b>Term:</b>	Full-time, fixed-term until 30 June 2025
<b>Location:</b>	Sydney (preferred, but negotiable)
<b>Reviewed:</b>	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 CTTP 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, Engagement and Healing** works to embed healing in our engagement with First Nations communities, and within all relevant elements of the Community Truth-telling Program.

You will work closely with the Research and Development team, and the Senior Communications Officer to support delivery against the program objectives and ensure healing is a foundation of the work of Community Truth-telling Program.

***This is an identified position. Knowledge and understanding of issues affecting Aboriginal and Torres Strait Islander peoples is required.***

### DUTIES

Strategic direction	<ul style="list-style-type: none"> <li>• Support the work of the Community Truth-telling Program Cultural Framework Reference Group to develop our approach to embedding healing in our work.</li> <li>• Maintain working relationships with healing organisations.</li> <li>• Support the design and implementation of community engagement so that it is conducted through a trauma informed, healing lens.</li> <li>• Monitor and communicate our cultural framework to ensure it is embedded in all aspects of the program's work.</li> </ul>
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<b>DUTIES</b>	
	<ul style="list-style-type: none"> <li>• Support the delivery of Community Truth-telling Program objectives.</li> <li>• Support the development of community resources to support truth-telling and healing.</li> </ul>
Program support	<ul style="list-style-type: none"> <li>• Support the Manager – Engagement and Healing, and Senior Manager within the Community Truth-telling Program in the development, implementation and evaluation of the Community Truth-telling Program with effective program management systems and processes.</li> <li>• Prepare regular reports, take notes and write up community engagement activities.</li> <li>• Work in a small team and build a strong and effective team culture within it.</li> <li>• Play a lead role in the development of a Healing Plan</li> <li>• Work collaboratively with other areas of Reconciliation Australia, to support and deliver the Community Truth-telling program including to:               <ul style="list-style-type: none"> <li>○ Support the development of a communications strategy</li> <li>○ Support the development of cultural safe practices handbook and related resources</li> <li>○ Support development of the Engagement and Healing team.</li> </ul> </li> </ul>
Stakeholder engagement and communication	<ul style="list-style-type: none"> <li>• Engage, build and maintain effective relationships with Aboriginal and Torres Strait Islander leaders, individuals and organisations.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Undertake other tasks as directed by the Manager: Engagement and Healing, Community Truth-telling Program and Senior Manager, Community Truth-telling program</li> </ul>

<b>SUCCESS CRITERIA</b>
<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. You excel at developing and enhancing relationships with diverse stakeholders to achieve program objectives.</li> <li>2. You have a strong understanding and/or experience in Aboriginal and Torres Strait Islander healing and trauma informed approaches and how this contributes to healing to achieve a reconciled nation.</li> <li>3. You understand the importance and uniqueness of Aboriginal and Torres Strait Islander peoples, their cultures, knowledges and experiences and can respectfully and effectively engage with Australia’s First Nations peoples.</li> <li>4. You have excellent communication and engagement skills, including the ability to develop strategies, present, negotiate and effectively engage with stakeholders. You have strong experience in effectively designing and implementing engagement strategies with First Nations communities.</li> <li>5. You are highly organised and think ahead and develop plans to ensure success. You have a proven track record of organising, managing and delivering successful community engagement activities.</li> </ol>



6. You achieve results through collaboration and work effectively as part of a team or across your organisation to deliver priorities for the organisation.
7. You bring relevant qualifications, which may include those related to trauma, healing, First Nations studies, communications, community development, Social Sciences, Social Work, Stakeholder Engagement, Policy – among others. This is not an exhaustive list.