

POSITION DESCRIPTION

Job title:	Senior Officer – Reconciliation Action Plan Program (Leadership Success)
Reporting to:	Manager – Reconciliation Action Plan Program
Classification level:	RA Level 4
Salary range:	\$80,000 - \$85,000 per annum plus superannuation
Term:	Full-Time Fixed-Term until 30 June 2024 (with extension dependent on external funding)
Reviewed:	November 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 Officer (Leadership Success) works closely with leading RAP partners (predominantly those with Stretch and Elevate RAPs) to support the development and implementation of high impact RAPs that transform institutions and set the standard for the network. The role will lead internal projects within the organisation to enhance the collective impact of the leadership cohort.

DUTIES

Stakeholder Engagement	<ul style="list-style-type: none"> • With support from the RAP Program Manager (Partner Success), build and maintain effective ongoing relationships with leading RAP partners across all levels of government, corporate, sport, education & training and not-for-profit sectors. • With support from the RAP Program Manager (Partner Success), deliver on a leadership coaching strategy for Stretch and Elevate partners to amplify their role in the network. • Actively engage Aboriginal and Torres Strait Islander stakeholders to ensure high impact RAPs are aligned with and delivering on their priorities.
RAP Development and Implementation	<ul style="list-style-type: none"> • Manage a diverse portfolio of leading RAP partners. • Support the successful implementation of leading RAPs by providing strategic insights and feedback to enhance impact.

DUTIES

	<ul style="list-style-type: none">• With support from the Program Manager (Partner Success), lead the Elevate Peer Review Process for aspiring and renewing Elevate organisations.• Deliver presentations and participate in the promotion and management of events to increase the network and engagement of RAP partners and organisations.• Maintain effective record and database management.
RAP Program Improvements	<ul style="list-style-type: none">• 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.• Lead and apply a process of continuous improvement to the Elevate Peer Review Process.• Deliver seamless customer focused service supported by simplified and efficient processes.• Identify opportunities to improve processes deliver on leadership success activities.
Support RAP Officers	<ul style="list-style-type: none">• Provide leadership and mentoring to junior staff in the RAP team.
Other	<ul style="list-style-type: none">• Undertake other tasks as directed by the General Manager, RAP Program.

SUCCESS CRITERIA:**Essential:**

1. 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.
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.
3. You have sound knowledge of or experience with matters relevant to the development and implementation of Reconciliation Action Plans. This may include Aboriginal and Torres Strait Islander employment, training, and retention strategies; Aboriginal and Torres Strait Islander procurement; and employee engagement, including cultural competency.
4. 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 and build a positive team culture.
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.
6. Excellent written and oral communications skills, including the ability to present in public forums.

Desirable:

1. Experience using data and insights to implement a Reconciliation Action Plan and/or similar ESG strategy.
2. Consulting or professional experience working within the corporate, government, education and not-for-profit sectors.