

General Manager, Policy Research and Strategic Programs (PRaSP)

- **Salary \$160,000K-\$170,000K (Pending experience) + Superannuation**
- **Canberra/Sydney**
- **Flexible working environment**

Our organisation

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 provide a genuinely flexible working environment, additional leave provisions and a supportive close-knit team with offices in Canberra and Sydney.

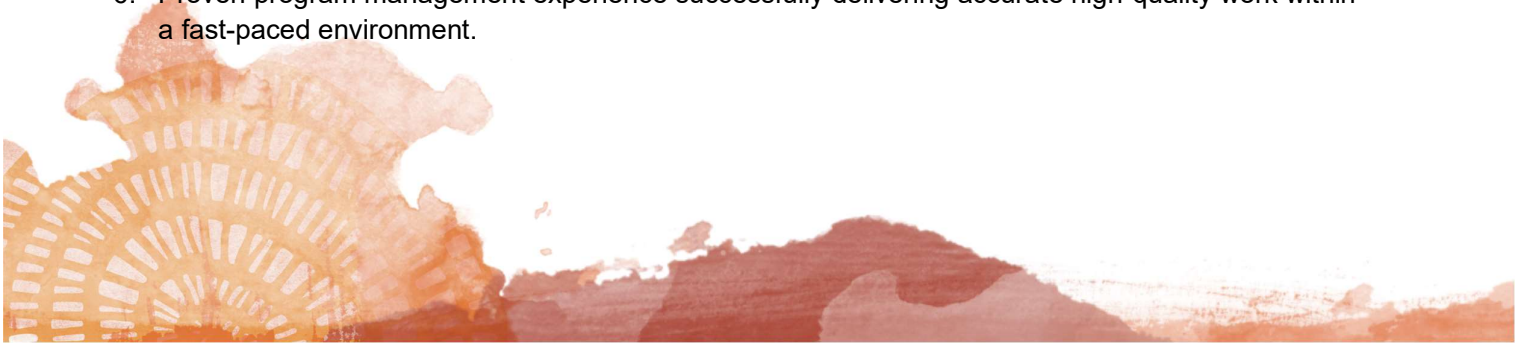
The role

The General Manager is responsible for the strategic and operational leadership of Policy, Research and Strategic Programs (PRaSP). Overseeing and leading the Indigenous Governance Program, Community Truth Telling Program and driving research and evaluation projects. The General Manager will lead and develop a diverse team and contribute to the strategic direction of Reconciliation Australia.

About you

Essential:

1. Proven ability to work collaboratively within a leadership structure, setting the strategic direction and performance standards of Policy Research and Strategic Programs for the organisation.
2. Demonstrated high level of understanding and awareness of Aboriginal and Torres Strait Islander peoples, their cultures and issues affecting them.
3. Strong analytical skills with a demonstrated ability to exercise sound judgement to inform decisions.
4. Proven ability to lead and develop a team, including active coaching and setting performance standards.
5. Demonstrated ability to effectively engage with and influence key Aboriginal and Torres Strait Islander stakeholders, not-for-profit, academic, political, government and corporate sectors in the work of Reconciliation Australia.
6. Proven program management experience successfully delivering accurate high-quality work within a fast-paced environment.



7. Demonstrated ability to lead and drive policy, research and government affairs initiatives and develop theories of change models.
8. Demonstrated ability to source new program initiatives and opportunities.
9. Excellent communication skills, including high level written and verbal skills and the ability to communicate complex policy clearly and concisely.

Desirable:

Tertiary qualifications in a relevant discipline or minimum 7 years' work experience.

We are committed to improving employment opportunities for Aboriginal and Torres Strait Islander peoples and welcome applications from all Australians, especially those of Aboriginal and Torres Strait Islander descent as your cultural and lived experience is central to the work we do.

Applicants for this position should have valid working rights for Australia.

Salary and other details

The salary range for this role is \$160,000 - \$170,000 (pending experience) + superannuation, dependent on experience and qualifications, and is a fixed-term contract to 30 June 2025 with extension depending on funding.

How to apply

Email jobs@reconciliation.org.au your:

1. CV;
2. Covering Letter addressing:
 - a. the Selection Criteria set out in the Position Description below.
 - b. preferred location (Sydney or Canberra); and
 - c. Quoting ref: PRaSP
3. Completed RA Cover Sheet, see below.

POSITION DESCRIPTION

Job title:	General Manager, Policy Research and Strategic Programs (PRaSP)
Reporting to:	Chief Executive Officer
Classification level:	RA Level 6
Salary range:	\$160,000 - \$170,000 per annum plus superannuation
Term:	Full-Time Fixed-Term until 30 June 2025
Location:	Sydney
Reviewed:	May 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.

POSITION PURPOSE

The General Manager is responsible for the strategic and operational leadership of Policy, Research and Strategic Programs (PRaSP). Overseeing and leading the Indigenous Governance Program, Community Truth Telling Program and driving research and evaluation projects. The General Manager will lead and develop a diverse team and contribute to the strategic direction of Reconciliation Australia.

DUTIES

Strategic Direction	<ul style="list-style-type: none">• In collaboration with the Chief Executive Officer (CEO) and Senior Executive Team (SET):<ul style="list-style-type: none">○ contribute to the strategic direction of Reconciliation Australia; and○ participate in cyclical reviews and evaluations of Reconciliation Australia's policies and programs.• Identify and manage organisational and program risk.• Manage and report on specific deliverables contained within:<ul style="list-style-type: none">○ Reconciliation Australia's Strategic Plan 2022-2027
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DUTIES	
	<ul style="list-style-type: none"> ○ Reconciliation Australia's RAP 2022-2025. • Oversee the effective delivery and evaluation of the Indigenous Governance Program, Community Truth Telling Program and government relations, research and evaluation projects. • Ensure PRAGA programs strategically position RA to meet the organisation's priorities. • Provide strategic advice to the CEO on PRaSP programs and Reconciliation Australia's public positioning on a range of matters.
Leadership	<ul style="list-style-type: none"> • Manage the strategic direction, performance and professional development of a diverse team. • Promote sound leadership and management skills among PRaSP team members while identifying and managing risks, issues and opportunities through regular organisational planning, reviews and development activities. • Foster and embed a supportive culture within the PRaSP team and wider organisation. • Actively participate in SET meetings.
Stakeholder engagement and communication	<ul style="list-style-type: none"> • Actively promote Reconciliation Australia research positions and programs, with Aboriginal and Torres Strait Islander leaders and organisations, identified sectoral and community networks and Parliamentarians and government agencies. • Maintain productive relationships with existing stakeholders, including State/Territory Reconciliation Councils and Aboriginal and Torres Strait Islander organisations. • Develop strategies to identify and build relationships with new stakeholders. • Represent the organisation in various forums. • Work collaboratively with other Reconciliation Australia General Managers/Managers across all policy and program areas.
Program management	<ul style="list-style-type: none"> • Develop operational plans to lead external policy analysis and research that guides the work of Reconciliation Australia, including the development of policy positions, and

DUTIES	
	<p>implementation of innovative programs or initiatives, and strategies.</p> <ul style="list-style-type: none"> • Strategic oversight of the Indigenous Governance Program and Community Truth telling Program. • Lead RA's engagement with Indigenous issues campaigns. • Oversee key research projects including the Australian Reconciliation Barometer and the State of Reconciliation in Australia report and advise on whole of organisation program evaluations. • Through continuous evaluation, identify opportunities for improvement and growth in the programs. • Manage and monitor expenditure of program budgets and ensure a high level of cost-effectiveness. • Explore and identify new funding opportunities for programmatic and organisational growth. • Ensure regular and accurate reporting of programs to funding bodies.
Other	<ul style="list-style-type: none"> • Draft reports and papers for the Board of Directors and present at Board meetings when required. • Interstate travel including regular travel between Sydney/Canberra offices for team building/support. • Undertake other tasks and roles as directed by the CEO.

SELECTION CRITERIA
<p>Essential:</p> <ol style="list-style-type: none"> 1. Proven ability to work collaboratively within a leadership structure, setting the strategic direction and performance standards of Policy Research and Strategic Programs for the organisation. 2. Demonstrated high level of understanding and awareness of Aboriginal and Torres Strait Islander peoples, their cultures and issues affecting them.

3. Strong analytical skills with a demonstrated ability to exercise sound judgement to inform decisions.
4. Proven ability to lead and develop a team, including active coaching and setting performance standards.
5. Demonstrated ability to effectively engage with and influence key Aboriginal and Torres Strait Islander stakeholders, not-for-profit, academic, political, government and corporate sectors in the work of Reconciliation Australia.
6. Proven program management experience successfully delivering accurate high-quality work within a fast-paced environment.
7. Demonstrated ability to lead and drive policy, research and government affairs initiatives and develop theories of change models.
8. Demonstrated ability to source new program initiatives and opportunities.
9. Excellent communication skills, including high level written and verbal skills and the ability to communicate complex policy clearly and concisely.

Desirable:

10. Tertiary qualifications in a relevant discipline or minimum 7 years' work experience.

Cover Sheet

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