

POSITION DESCRIPTION

Job Title	Officer – RAP Community, Narragunnawali
Reporting To	Manager – Strategy and Operations, Narragunnawali
Classification level	RA Level 3
Salary Range	\$70,000 - \$75,000 per annum (inclusive of leave loading) + superannuation
Term	Permanent contract
Location	Canberra or Sydney – flexible working arrangements

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's Narragunnawali: Reconciliation in Education is a program that supports all schools and early learning services in Australia to develop environments that foster a high level of knowledge and pride in Aboriginal and Torres Strait Islander histories, cultures and contributions. The program's vision is for self-determination to be at the centre of education systems, which actively engage the hearts and minds of future generations to contribute to the reconciliation movement.

The vision of Narragunnawali is underpinned by four strategic goals, which articulate the impact the program seeks to have on reconciliation in education:

1. Teachers, educators and school leaders champion reconciliation
2. Schools and early learning services are holistically and actively committed to reconciliation
3. Education institutions actively collaborate with local communities and broader reconciliation networks
4. Education sector has optimal measures, resources and policy commitments to drive effective reconciliation practice

DUTIES

Review Narragunnawali RAPs	<ul style="list-style-type: none"> • Provide timely and constructive feedback to schools and services that submit RAPs for review. • Support the successful implementation of RAPs by providing advice to schools and early learning services based on their reconciliation goals and engagement with the program. • Support broader team processes for reviewing Narragunnawali RAPs. • Actively engage Aboriginal and Torres Strait Islander organisations and stakeholders about the RAP development and implementation process.
Respond to Public Enquiries	<ul style="list-style-type: none"> • Identify and respond to RAP Community and wider Narragunnawali enquiries in a proactive and customer

	<p>focused way (via phone, email, LiveChat and virtual office hours).</p> <ul style="list-style-type: none"> • Support team processes for responding to enquiries from the Narragunnawali RAP Community.
Deliver RAP Community Events/Engagement Opportunities	<ul style="list-style-type: none"> • With the support of the Senior Officers, RAP Community, design and deliver presentation and workshops to support schools and early learning services with RAPs. • Identify other opportunities to develop and deepen engagement within the Narragunnawali Community.
Contribute to Narragunnawali team and Reconciliation Australia more broadly	<ul style="list-style-type: none"> • Represent Reconciliation Australia in public forums. • Field public enquiries and provide support to Narragunnawali community. • Keep up to date, and keep others informed, of the Narragunnawali core program areas and activities. • Maintain an understanding of the reconciliation in education ecosystem and the wider education sector. • Identify opportunities for collaboration within Narragunnawali team and across the organisation, and be open to collaborating with others. • Maintain effective records and accurate data. • Prepare internal reporting, correspondence and briefs as required. • Contribute to the development of the Narragunnawali program by proposing ideas for program development. • Contribute to broader Reconciliation Australia projects. • Undertake reasonable additional duties as directed by the Manager, Strategy and Operations – Narragunnawali and/or the General Manager – Narragunnawali.

SELECTION CRITERIA

Essential:

1. Demonstrated understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and issues.
2. Knowledge and/or experience with topics relevant to the development and implementation of Reconciliation Action Plans.
3. Demonstrated understanding of professional requirements relating to Aboriginal and Torres Strait Islander content as per school and early learning standards and frameworks (e.g. Australian Curriculum, Early Years Learning Framework, AITSL and ACECQA standards).
4. Demonstrated ability to develop relationships with a wide range of stakeholders e.g. with schools and early learning services, Aboriginal and Torres Strait Islander people and organisations, and education organisations.
6. Proven time management, administrative and organisational skills to successfully meet deadlines in a fast-paced environment.

7. Strong written and oral communications skills, including the ability to present in public forums.

8. Demonstrated interpersonal skills with an ability to work collaboratively in a team environment.

Desirable:

1. Knowledge of Narragunnawali curriculum or professional learning resources, and/or developing and implementing a Narragunnawali Reconciliation Action Plan (RAP).

2. Australian teaching qualification and/or experience in early learning, primary or secondary schools.

3. Working with Children/Vulnerable People Check or the ability to be eligible to acquire this