

POSITION DESCRIPTION

Job title:	Manager - Research and Development, CTPP
Reporting to:	Senior Manager – Community Truth-telling Pathways
Classification level:	RA Level 5
Salary range:	\$110,000 - \$125,000 per annum plus superannuation
Location:	Sydney or Canberra
Reviewed:	August 2023

ORGANISATIONAL OVERVIEW

Reconciliation Australia (RA) 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 **Community Truth Telling Pathways (CTTP)** that will advance a movement of truth-telling across Australia that is Aboriginal and Torres Strait Islander led, place-based and strengths focused. It will provide a foundation of employing truth to advance justice and social and emotional wellbeing and ensure that the wrongs of the past are never repeated.

The CTTP aims to provide an understanding of the importance of learning about the shared histories and support the development of a nationwide culture of truth-telling by strengthening relationships between all Australians and supporting the health and wellbeing of Aboriginal and Torres Strait Islander peoples.

POSITION PURPOSE

This position will manage the Research and Development Program within CTPP. Reporting to the Senior Manager, CTPP, the role manages the Senior Officer, R&D and works closely with Manager – Community Engagement.

DUTIES

Strategic Direction	<ul style="list-style-type: none"> Develop and manage a research program that delivers on program objectives and supports truth-telling and healing in communities. Identify and manage the development of community resources to support communities to undertake truth-telling and the advocacy work of the program. Develop, and manage the implementation of resources and processes to deliver the CTPP Listening, Learning, Sharing and Action framework (LLSA).
Project Management	<ul style="list-style-type: none"> In collaboration with the Senior Manager, CTPP and Manager Community Engagement to ensure the program has systems and structures in place to meet its objectives.

	<ul style="list-style-type: none"> • Prepare regular reports on the research and resource development work and support the Senior Manager, CTTP to ensure timely whole of program reporting to the RA board and funding body. • Design and maintain the CTTP resource library. • Refine and develop resources as indicated by monitoring and evaluation findings. • Support content development for workshops and webinars. • Work collaboratively with other areas of Reconciliation Australia, to effectively manage and deliver the CTTP including: <ul style="list-style-type: none"> ○ refinement and implementation of the communications strategy; ○ risk identification and management; ○ ensuring the program effectively supports the truth-telling dimensions of other programs in RA; ○ Development of culturally safe practices resources. • Work with the Program Management Team to ensure that the cultural practice and healing framework underpins all research and resource development.
Leadership	<ul style="list-style-type: none"> • Manage, lead and support development of the Research and Development team. • Work with the Program Management Team to build a strong and effective team culture across the program. • In the Senior Manager CTTP's absence, undertake an acting role as directed.
Stakeholder engagement and communication	<ul style="list-style-type: none"> • Engage, build and maintain effective relationships with Aboriginal and Torres Strait Islander leaders, individuals and organisations. • Develop partnerships and collaborations with research institutions and academics. • Identify and manage relationships with program stakeholders. • Identify and work with academics/researchers, including helping forge research partnerships • Work with consultants.
Other	<ul style="list-style-type: none"> • Undertake other tasks as directed by the General Manager - Policy, Research & Strategic Programs (PRaSP).

SELECTION CRITERIA

Essential:

1. Knowledge and appreciation of the cultural and social needs of Aboriginal and Torres Strait Islander people.

2. Understanding of and ability to work in a culturally safe way with Aboriginal and Torres Strait Islander people and communities.
3. Experience in developing and maintaining productive working relationships with a range of stakeholders including Aboriginal and Torres Strait Islander people and organisations, various levels of government, and civil society.
4. Strong management and organisational skills including experience in managing complex programs and budgets, in accordance with organisational and funding body requirements.
5. Experience in leading, managing and developing high performing teams and ability to collaborate with cross-function teams.
6. High level research skills and experience, including partnering with universities and academics to deliver research.
7. Strong understanding and/or experience in the research of Aboriginal and Torres Strait Islander peoples, societies, culture, including ethics considerations.
8. Experience in developing resources for community-based programs.
9. Ability to work in a team environment and collaboratively with other teams.
10. Ability to take initiative and to prioritise work over a range of projects and meet deadlines.
11. High level written and oral communication skills including the ability to communicate issues clearly and concisely to a range of audiences.
12. Demonstrated commitment to justice for Aboriginal and Torres Strait Islander peoples and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.
13. Tertiary qualifications in a relevant discipline.

Desirable:

1. Experience in and/or an understanding of truth-telling internationally and within the Australian context