

POSITION DESCRIPTION

Job title:	Senior Manager, Community Truth-telling Pathways
Reporting to:	General Manager - Policy, Research & Strategic Programs (PRaSP)
Classification level:	RA Level 5
Salary range:	\$125,000 - \$140,000 per annum plus superannuation
Location:	Sydney or Canberra (preferred but potentially negotiable including hybrid working partially from home/Country and the office)

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 lead and manage the Community Truth-telling Pathways, which includes strategic and operational direction, research and resource development, community engagement, and a grants program. Reporting to the General Manager of Policy, Research and Strategic Programs.

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"> Continue to build and implement the CTTP strategy and operational plan by providing high-level strategic advice and oversee the operational plan to deliver on program objectives. Collaborate with other RA programs to ensure the CTTP is embedded in and advances the RA framework for reconciliation.
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	<ul style="list-style-type: none"> • Embed cultural safety and healing in all aspects of the CTTT. • Develop and implement a strategy to advocate for the importance of community truth-telling with policy makers.
Program Management	<ul style="list-style-type: none"> • Refine and implement an effective program cycle and processes including risk management and Listening, Learning, Sharing and Action framework (LLSA) aligned to funder requirements and RA policies. • Lead the development of appropriate policies and processes to support the delivery of the CTTT, and implement program evaluation findings, in a culturally responsive and healing way. • Lead the development and oversee the implementation of effective program management systems and processes. • Oversee the planning and delivery of large public events. • Work collaboratively with other areas of RA to effectively manage and deliver the CTTT including: <ul style="list-style-type: none"> ○ the implementation of the CTTT communications strategy; ○ to oversee budget and administration, and travel arrangements (with support from the Finance Manager); ○ to identify and manage risks; ○ to ensure the CTTT supports the development of truth-telling dimensions in other RA programs. • Establish and facilitate a dedicated Aboriginal and Torres Strait Islander Listening, Learning, Sharing and Action Reference Group. • Prepare regular program reports for the funding body and support preparation of program reporting to the RA Board.
Leadership	<ul style="list-style-type: none"> • Build, manage, lead and support development of the CTTT team. • In the General Manager's absence, undertake an acting role as directed. • Attend RA Senior Executive Team (SET) meetings as required.
Stakeholder engagement and communication	<ul style="list-style-type: none"> • Engage, build and maintain relationships with high-profile Indigenous leaders and stakeholders, the funding body, Aboriginal and Torres Strait Islander community organisations, other local organisations and public policy makers.

	<ul style="list-style-type: none"> • Develop and maintain strong relationships with key strategic partners.
Other	<ul style="list-style-type: none"> • Undertake other tasks as directed by the General Manager PRaSP.

SELECTION CRITERIA

Essential:

1. Identify and be recognised in the community as an Aboriginal and/or Torres Strait Islander person.
2. Knowledge and appreciation of the cultural and social rights of Aboriginal and Torres Strait Islander people.
3. Understanding of and ability to work in a culturally responsive way with Aboriginal and Torres Strait Islander people and communities.
4. Ability to develop and maintain strong working relationships with a range of stakeholders including Aboriginal and Torres Strait Islander people and organisations, government, corporate and the not-for-profit sectors.
5. High level ability to develop and manage complex programs, including strategic direction, implementation of an effective program cycle, risk management processes, managing a large budget, financial acumen and reporting.
6. Project management and organisational skills including overseeing large events.
7. Proven experience to design and deliver effective community engagement, research and development, and grants administration strategies.
8. Extensive experience in leading, managing and developing high performing teams and ability to collaborate with cross-function teams.
9. Ability to take initiative, respond to complex environments and prioritise work over a range of projects to defined timeframes.
10. Exceptional written and oral communication skills including the ability to communicate clearly and concisely to a range of audiences.
11. Strong experience in high level meeting facilitation and conflict management skills.
12. Commitment 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 or equivalent experience.

Desirable:

14. Experience in and/or an understanding of truth-telling in an Aboriginal and Torres Strait Islander context.