

## POSITION DESCRIPTION

<b>Job title:</b>	Senior Program Officer, Indigenous Governance Program
<b>Reporting to</b>	Manager, Indigenous Governance Program
<b>Classification level:</b>	RA 4
<b>Salary range:</b>	\$85,000 - \$95,000 per annum plus superannuation
<b>Term:</b>	Ongoing
<b>Location:</b>	Sydney preferred (other locations negotiable including hybrid working partially from home/Country and the office)

### 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 facilitates the Indigenous Governance Program. The purpose of the Program is to support, recognise, and celebrate success and governance excellence of Aboriginal and Torres Strait Islander organisations. We achieve this through a Partnership Initiative (*Collaborations for Change*), provision of an online networking and information platform, and the biennial Indigenous Governance Awards in partnership with the Australian Indigenous Governance Institute (AIGI).

### POSITION PURPOSE

The Senior Program Officer, Indigenous Governance Program (IGP) is responsible for supporting the delivery of the IGP which includes the Indigenous Governance Awards (IGA's), Indigenous Governance Network (IGN), and alumni engagement.

### DUTIES

General	<ul style="list-style-type: none"> <li>• Lead program areas identified by the Manager, IGP.</li> <li>• Drive and implement the effective evaluation and ongoing sustainability of IGP events.</li> <li>• Work closely in partnership with AIGI on delivery of the IGA's.</li> <li>• Support the management, implementation, and delivery of the IGAs and other events in collaboration with Special Project Manager and Manager, IGP</li> </ul>
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<b>DUTIES</b>	
	<ul style="list-style-type: none"> <li>• Establish and support a judging panel and robust judging process for the IGAs.</li> <li>• Work collaboratively with Senior Officer, Partnerships IGP to support and facilitate strategic partnerships.</li> <li>• Work collaboratively within the PRaSP team and more broadly across other RA program areas.</li> <li>• Develop communications material to promote the IGP and related programs.</li> <li>• Practice sound financial management of event budget and oversee all administration and travel arrangements for program events.</li> <li>• Identify and manage risks and opportunities arising from program events.</li> <li>• Support and participate in the monitoring and evaluation of the Indigenous Governance Program.</li> </ul>
Stakeholder engagement and communication	<ul style="list-style-type: none"> <li>• Engage and provide ongoing support to IGA finalists participating in Partnership Initiative.</li> <li>• Develop and maintain positive relationships with a wide range of stakeholders including Aboriginal and Torres Strait Islander people and organisations, members of the judging panel and other stakeholders involved in the IGP.</li> <li>• Support the development and implementation of a stakeholder engagement plan and marketing strategy for the application period of the IGAs and other program events.</li> <li>• Engage, build, and maintain positive relationships with Aboriginal and Torres Strait Islander leaders, individuals, and organisations.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Undertake other tasks as directed by the Manager, IGP.</li> </ul>

<b>SELECTION CRITERIA</b>
<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Knowledge and appreciation of the cultural and social rights of Aboriginal and Torres Strait Islander people.</li> </ol>

2. Understanding of and ability to work in a culturally responsive way with Aboriginal and Torres Strait Islander people and communities.
3. High level ability to develop and maintain strong working relationships with a range of stakeholders including Aboriginal and Torres Strait Islander peoples and organisations, and the government, corporate and not-for-profit sectors.
4. Strong management and organisational skills including project and/or events management and financial management skills.
5. Experience in leading projects and programs.
6. Highly developed ability to communicate issues clearly and concisely.
7. High level ability to work co-operatively in a team environment and collaboratively with other areas of Reconciliation Australia.
8. Ability to take initiative and prioritise work over a range of projects to meet deadlines.
9. Commitment and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.

**Desirable:**

1. Tertiary qualifications in a relevant discipline or equivalent experience
2. Experience in and/or an understanding of Indigenous Governance