

## POSITION DESCRIPTION

<b>Job title:</b>	Senior Officer – Research and Development Community Truth-telling Pathways
<b>Reporting to:</b>	Manager – Research and Development, Community Truth-telling Pathways
<b>Classification level:</b>	RA4
<b>Salary range:</b>	\$85,000 - \$95,000
<b>Term:</b>	Full-Time Ongoing
<b>Location:</b>	Sydney (preferred, but potentially negotiable)
<b>Reviewed:</b>	December 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 including the support of social and emotional wellbeing to ensure that the wrongs of the past are never repeated.

The CTTP program 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 to support the health and wellbeing of Aboriginal and Torres Strait Islander peoples.

### POSITION PURPOSE

The Senior Officer, Research and Development, will support research and resource development projects as part of the Research and Development team within the Community Truth-telling Pathways program.

The role will also work closely with the Senior Communications Officer in the Communications team, and the Community Engagement team within the Community Truth-telling Pathways team to support the delivery of programs objectives.

### DUTIES

Strategic Direction	<ul style="list-style-type: none"> <li>Support the development of an evidence based research program that delivers on program objectives and supports truth-telling and healing in communities.</li> <li>Support research truth-telling initiatives, including collecting and analysing data and managing and updating existing databases that may include conducting literature reviews or field research.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Support the Community Truth-telling Pathways program team that delivers on program objectives.</li> <li>• Support the development of community resources to support truth-telling</li> <li>• Support the maintenance of respectful relationships with Aboriginal and Torres Strait Islander stakeholders and academics.</li> <li>• Identify and work with academics / researchers, including helping to develop research partnerships</li> </ul>
Project Support	<ul style="list-style-type: none"> <li>• Support the Manager, Research and Development, and Senior Manager within the Community Truth-telling Pathways program in the development, implementation and evaluation with effective program management systems and processes.</li> <li>• Assist the development of the CTPP resource library</li> <li>• Prepare regular reports on resource development and research.</li> <li>• Work in a small team and build a strong and effective team culture within it.</li> <li>• Work collaboratively with other areas of Reconciliation Australia, to support and deliver the Community Truth-telling program including to: <ul style="list-style-type: none"> <li>○ Support the development of a communications strategy</li> <li>○ Support the PRaSP Cultural Reference Group</li> <li>○ Support the development of culturally responsive practices and resources</li> </ul> </li> </ul>
Stakeholder engagement and communication	<ul style="list-style-type: none"> <li>• Engage, build and maintain effective relationships with Aboriginal and Torres Strait Islander leaders, individuals and organisations.</li> <li>• Support the continued relationships with program stakeholders.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Undertake other tasks as directed by the General Manager - Policy, Research &amp; Strategic Programs (PRaSP).</li> </ul>

## **SELECTION CRITERIA**

### **Essential:**

1. Knowledge of Aboriginal and Torres Strait Islander policies and histories.
2. Understanding of and ability to work in a culturally safe way with Aboriginal and Torres Strait Islander people and communities.
3. Strong understanding and/or experience in research partnerships with Aboriginal and Torres Strait Islander Peoples, societies and culture.
4. Experience in developing resources that support community-led programs.
5. Experience in and/or an understanding of truth-telling internationally and within the Australian context

6. Ability to work in a team environment and collaboratively with other teams across Reconciliation Australia, including the policy and research, and communications team.
7. Ability to take initiative and to prioritise work over a range of projects and meet deadlines.
8. High level written and oral communication skills including the ability to communicate issues clearly and concisely.
9. Relevant qualification or equivalent professional experience.

**Desirable:**

10. Experience in communications roles, particularly around research, resource and collateral development.