

## POSITION DESCRIPTION

<b>Job title:</b>	Program Manager, Reconciliation Action Plan (RAP) Program (Partner Success)
<b>Reporting to:</b>	Senior Manager, Reconciliation Action Plan (RAP) Program
<b>Classification level:</b>	RA Level 5
<b>Salary range:</b>	\$110,000 - \$120,000 per annum plus superannuation
<b>Term:</b>	Permanent
<b>Reviewed:</b>	July 2024

### 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.

We **recognise and value** the importance of Aboriginal and Torres Strait Islander peoples' unique cultures, knowledges and experiences and extend an open invitation for you to reach out, apply or contact us. We know that skills and experience can be built in many ways, including through unpaid and volunteer work, or work to support your community.

### POSITION PURPOSE

The Program Manager (Partner Success) in the Reconciliation Action Plan (RAP) Program team will lead a team that supports the effective development and implementation of RAPs by delivering a range of events aimed at enhancing the collective impact of the RAP network. The role mentors team members as they collaborate with new and existing partners, supporting the strategic direction of the program and driving the development and implementation of partners' Reconciliation Action Plans.

### DUTIES

Stakeholder Engagement	<ul style="list-style-type: none"> <li>• Build and maintain effective ongoing relationships with key stakeholders and partners across all levels of government, corporate, sport, education &amp; training and not-for-profit sectors, closely collaborating on challenging and innovating projects.</li> <li>• Increase respectful and effective engagement between Reconciliation Australia, the RAP network, and Aboriginal and Torres Strait Islander peoples.</li> <li>• Support the successful implementation of RAPs by providing training and support with customised insights and practicable recommendations to RAP partners based on their reconciliation goals.</li> </ul>
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## DUTIES

	<ul style="list-style-type: none"><li>• Deliver presentations and participate in the promotion and management of events to increase the network and engagement of RAP partners and organisations.</li></ul>
Event Management	<ul style="list-style-type: none"><li>• Lead the development and delivery of the RAP training plan to increase engagement and networking of RAP organisations, executing a diverse array of events including webinar series, small workshops, and larger events such as the National RAP Conference.</li><li>• Oversee the management of an online RAP community to support the network and encourage peer to peer learning opportunities.</li><li>• Collaborate with the General Manager and management team to support the effective execution of all RAP hosted events.</li></ul>
RAP Program Improvements	<ul style="list-style-type: none"><li>• Assist the General Manager with the strategic direction for the team, organising workflow, sharing resources and initiating ideas for business development.</li></ul>
Support RAP Officers	<ul style="list-style-type: none"><li>• Work with the other RAP managers to promote a culture of growth and collaboration in the RAP team, providing leadership and mentoring to all staff in the RAP team.</li><li>• Manage direct reports as required.</li></ul>
Other	<ul style="list-style-type: none"><li>• Undertake other tasks as directed by the General Manager, RAP Program.</li></ul>

## SELECTION CRITERIA

### Essential:

1. High level of understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and issues, and demonstrated ability to engage key Aboriginal and Torres Strait Islander stakeholders in the work of RA.
2. Experience leading events management in a high-pressure environment.
3. Proven management experience with demonstrated capacity to manage a small team in a high-performance environment.
4. Innovative thinker with a growth mindset and commitment to ongoing improvement.
5. A strong commitment to effective change management and proven capacity to win people over to new ways of working.
6. Proven ability to lead and promote a positive and professional team culture.

7. Proven program management experience and demonstrated ability to deliver program outcomes on time and to a high standard.
8. Excellent communication skills, including the ability to regularly represent Reconciliation Australia in a range of public forums.
9. Experience in working closely with organisations from the corporate, not for profit and government sectors.

**Desirable:**

10. Tertiary qualifications in a relevant discipline.