

## POSITION DESCRIPTION

<b>Job title:</b>	Manager, Indigenous Governance Program
<b>Reporting to:</b>	General Manager - Policy, Research & Strategic Programs (PRaSP)
<b>Classification level:</b>	RA Level 5
<b>Salary range:</b>	\$110,000 - \$120,000 per annum plus superannuation
<b>Term:</b>	Full-Time ongoing
<b>Location:</b>	Sydney preferred
<b>Reviewed:</b>	July 2024

### ORGANISATIONAL OVERVIEW

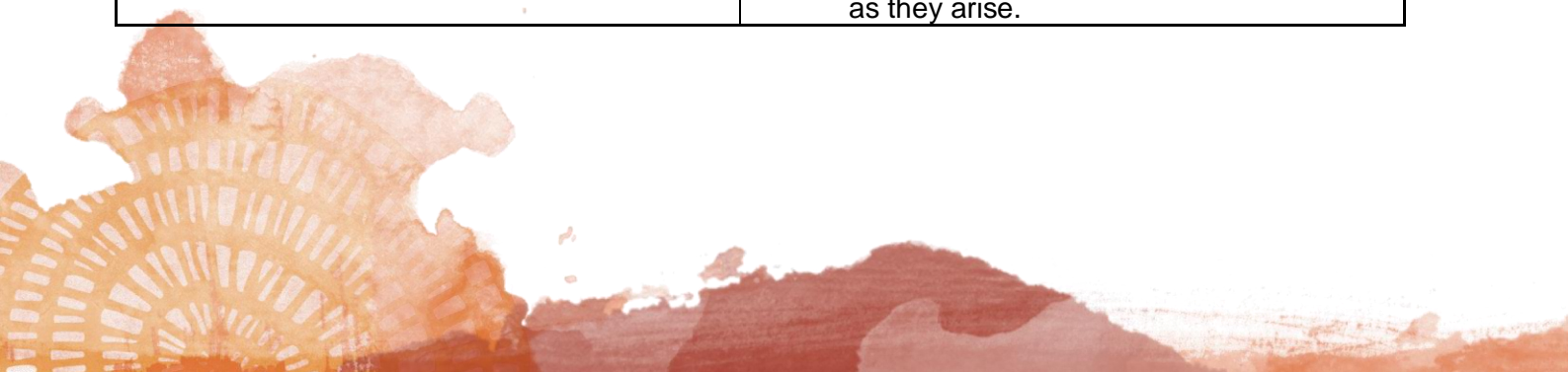
Reconciliation Australia is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled Australia.

### POSITION PURPOSE

This position will manage the Indigenous Governance Program (IGP) including the Indigenous Governance Awards (IGA's), Indigenous Governance Network, Partnership Initiatives, as well as support the development and delivery of Indigenous Governance resources and events.

### DUTIES

Strategic Direction	<ul style="list-style-type: none"> <li>• Provide high level advice on, and support the development of strategic and operational plans, and other internal program delivery processes.</li> <li>• Engage and manage relationships with high-profile Indigenous leaders and stakeholders, the funding body, and Aboriginal and Torres Strait Islander community organisations.</li> </ul>
Project Management	<ul style="list-style-type: none"> <li>• Work collaboratively with other areas of Reconciliation Australia, to effectively manage and deliver the Indigenous Governance Program including:</li> <li>• In the development and implementation of existing program areas and new initiatives as they arise.</li> </ul>



	<ul style="list-style-type: none"> <li>• collaboration with the Finance Manager to oversee budget and administration, and travel arrangements.</li> <li>• to identify and manage program risks.</li> <li>• Develop a strong relationship with the Australian Indigenous Governance Institute and work in partnership with them in the delivery of the IGA's.</li> <li>• Implement an effective program cycle for the Indigenous Governance Program which includes an evaluation framework aligned to funder requirements and Reconciliation Australia policy.</li> <li>• Review Reconciliation Australia policies and processes relevant to the Indigenous Governance Program and implement program evaluation findings.</li> <li>• Develop and implement effective program management systems and processes.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Manage and support the development of IGP team members.</li> <li>• In the General Manager's absence, undertake an acting role as directed.</li> <li>• Attend Senior Executive Team (SET) meetings as required.</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> </ul>
Other	<ul style="list-style-type: none"> <li>• Undertake other tasks as directed by the General Manager PRaSP.</li> </ul>

## **SELECTION CRITERIA**

### **Essential:**

- High level ability to develop and maintain productive working relationships with a range of stakeholders including Aboriginal and Torres Strait Islander people and organisations, government, corporate and the not-for-profit sectors.
- High level ability to manage complex programs, including the development and implementation of an effective program cycle.
- Strong management and organisational skills including project and/or events management and financial management skills.
- Highly developed ability to communicate issues clearly and concisely.

- High level ability to work in a team environment and collaboratively with other teams across Reconciliation Australia.
- Experience and ability to lead, manage and develop a team.
- Ability to take initiative and to prioritise work over a range of projects and meet deadlines.
- Strong written and oral communication skills including the ability to communicate issues clearly and concisely.
- Deep understanding and awareness of Aboriginal and Torres Strait Islander peoples, their cultures and issues affecting them.
- Commitment and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.
- Tertiary qualifications in a relevant discipline.

**Desirable:**

- Experience in and/or an understanding of Indigenous governance.
- Applicants from an Aboriginal and/or Torres Strait Islander background strongly encouraged to apply