

## POSITION DESCRIPTION

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| <b>Job title:</b>            | Senior Officer – Professional Learning and Curriculum (Narragunnawali Program) |
| <b>Reporting to</b>          | Manager, Professional Learning (Narragunnawali Program)                        |
| <b>Classification level:</b> | RA level 4   |
| <b>Salary range:</b>         | \$87,000 – 105,000 per annum plus superannuation                               |
| <b>Term</b>                  | Full-time, permanent ongoing   |

### 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's **Narragunnawali: Reconciliation in Education** program has resources and tools for schools and early learning services to actively contribute to the reconciliation movement. Through the Narragunnawali online platform, schools and early learning services can develop a Reconciliation Action Plan (RAP), and teachers and educators can access professional learning and curriculum resources to support the implementation of reconciliation initiatives.

Narragunnawali (pronounced narra-gunna-wally) is a word from the language of the Ngunnawal people, Traditional Owners of the land on which Reconciliation Australia's Canberra office was located. The word means alive, wellbeing, coming together and peace. We pay our respects to and thank the United Ngunnawal Elders Council for giving us permission to use the word narragunnawali.

### POSITION PURPOSE

As part of the Narragunnawali team, the Senior Officer Professional Learning and Curriculum will design and facilitate professional learning opportunities for teachers and educators, develop and maintain platform content and resources, and support external advisory and resource development partnerships.

Reporting to the Manager, Professional Learning, the Senior Officer will work collaboratively with other team members to support the delivery of program objectives.

### DUTIES

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| Narragunnawali content development and maintenance | <ul style="list-style-type: none"> <li>• Develop and maintain Narragunnawali platform resources and content to ensure currency and relevance.</li> <li>• Monitor and evaluate user engagement with professional learning and curriculum resources.</li> </ul> |
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**DUTIES**

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| Design and facilitation of professional learning opportunities | <ul style="list-style-type: none"><li>• Identify opportunities to enhance and increase engagement with Narragunnawali professional learning and curriculum resources.</li><li>• Develop, implement and facilitate online and in person Narragunnawali professional learning webinars and workshops.</li><li>• Seek opportunities for accreditation with relevant teacher accreditation organisations and bodies.</li></ul>   |
| External content development and review                        | <ul style="list-style-type: none"><li>• Develop relationships with external resource development partners.</li><li>• Contribute to reviews of external resources providing advice and recommendations in line with best practice.</li><li>• Identify opportunities for resource partnerships in line with Narragunnawali and Reconciliation Australia objectives.</li></ul>  |
| General  | <ul style="list-style-type: none"><li>• Represent Reconciliation Australia in public forums.</li><li>• Field public enquiries and provide support to Narragunnawali community.</li><li>• Identify opportunities for strategic collaboration within Narragunnawali team and with other teams across Reconciliation Australia.</li><li>• Prepare internal reporting, correspondence and briefs.</li><li>• Contribute to the strategic direction of the Narragunnawali program by initiating ideas for program development.</li></ul> |
| Other  | <ul style="list-style-type: none"><li>• Undertake other tasks as directed by the Manager, Professional Learning.</li></ul>   |

## **SELECTION CRITERIA:**

### **Essential**

1. High level understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and histories.
2. Demonstrated experience developing and facilitating professional learning opportunities for teachers, educators and other adult learners (e.g. webinars, workshops and events).
3. Demonstrated experience developing and evaluating curriculum and professional learning resources for early learning, primary and/or secondary school contexts.
4. Demonstrated ability to build and maintain relationships and strategic alliances with a wide range of stakeholders including Aboriginal and Torres Strait Islander peoples and organisations, Government, corporate and not-for-profit sectors.
5. Excellent interpersonal, written and oral communications skills, including the ability to represent an organisation in public forums.
6. Proven organisational skills and demonstrated ability to deliver projects on time and to a high standard.
7. High level understanding of professional requirements pertaining reconciliation within national curriculum frameworks and professional standards.
8. Demonstrated ability to work independently and co-operatively in a team environment and collaboratively with other units within an organisation.
9. Australian teaching qualification and/or professional experience in early learning, primary or secondary school settings.
10. Commitment and willingness to learn about and contribute to reconciliation between non-First Nations and Aboriginal and Torres Strait Islander peoples.

### **Desirable**

1. Experience utilising Narragunnawali curriculum or professional learning resources, and/or developing and implementing a Reconciliation Action Plan (RAP).
2. Possession of a Working with Children Check or the ability to acquire one.
3. Willingness to travel, while representing Reconciliation Australia, with a valid driver's licence.