

POSITION DESCRIPTION

Job title:	Senior Officer – Reconciliation Action Plan Program (Development)
Reporting to:	RAP Program Manager, Development
Classification level:	RA Level 4
Salary range:	\$87,000 - \$97,000 per annum plus superannuation
Term:	Permanent
Reviewed:	October 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

The Senior Officer (RAP Development) works to ensure organisations are prepared for success in the early stages of their RAP journey. The role works closely with the RAP Program Manager, Development to lead the efficient and effective development of Reflect and Innovate RAPs and to engage with new and existing RAP partners to broaden impact. The role will lead internal projects within the organisation, refining the outcome and impact of the program.

DUTIES

Stakeholder Engagement	<ul style="list-style-type: none"> • With support from the RAP Program Manager, build and maintain effective ongoing relationships with key stakeholders and partners across all levels of government, corporate, sport, education & training and not-for-profit sectors, closely collaborating on challenging and innovating projects. • Support the successful implementation of RAPs by providing customised insights and practicable recommendations to RAP partners based on their reconciliation goals. • Expand participation in the program by identifying and engaging high impact organisations. • Actively engage Aboriginal and Torres Strait Islander organisations and stakeholders to inform and advance the work of Reconciliation Australia. • Identify and respond to client priorities in a proactive and customer focused way.
RAP Development and Implementation	<ul style="list-style-type: none"> • Manage a large and diverse portfolio of RAP partners. • Deliver presentations and participate in the promotion and management of events to increase the engagement of the RAP network.

DUTIES

	<ul style="list-style-type: none">• Deliver seamless, customer-focused service, supported by a commitment to simplified and efficient processes and maintaining effective record and database management.
RAP Program Improvements	<ul style="list-style-type: none">• Assist the General Manager and Program Managers with the strategic direction for the team by organising workflow, sharing resources and initiating ideas for business development.• Lead projects to engage new and existing RAP partners to broaden and deepen the impact of the program.• Deliver seamless customer focused service supported by simplified and efficient processes.• Identify opportunities to improve systems and processes associated with the RAP development pipeline to increase efficiency.
Support RAP Officers	<ul style="list-style-type: none">• Provide leadership and mentoring to junior staff in the RAP team.
Other	<ul style="list-style-type: none">• Undertake other tasks as directed by the General Manager, RAP Program.

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 Reconciliation Australia.
2. Demonstrated ability to liaise effectively and build productive relationships with a wide range of stakeholders including government, corporate, sport, education and not-for-profit sectors.
3. Demonstrated knowledge and experience with topics relevant to the development and implementation of Reconciliation Action Plans, including but not limited to, Aboriginal and Torres Strait Islander employment, training, and retention strategies; Aboriginal and Torres Strait Islander procurement; and employee engagement including cultural competency.
4. Demonstrated analytical and problem-solving skills with experience leading projects and contributing to the strategic direction of a team.
5. Proven project management and organisational skills and ability to work with other staff to deliver results in a fast-paced environment.
6. Excellent communication skills with a demonstrated ability to review written materials and provide strategic guidance.
7. Demonstrated interpersonal skills with an ability to work co-operatively in a team environment and build a positive team culture.

Desirable:

1. Consulting or professional experience working within the corporate, government, education and not-for-profit sectors.
2. Experience utilising data systems (e.g. Salesforce) to drive effective customer engagement.