

## POSITION DESCRIPTION

<b>Job title:</b>	Senior Officer – Reconciliation Action Plan Program (Outreach)
<b>Reporting to:</b>	RAP Program Manager, Outreach
<b>Classification level:</b>	RA level 4
<b>Salary range:</b>	\$87,000 - \$97,000 per annum plus superannuation
<b>Term:</b>	Permanent
<b>Reviewed:</b>	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 (Outreach) works closely with the RAP Program Manager, Outreach to ensure effective collaboration with a range of stakeholders, engage with new and existing RAP partners and encourage organisations from high priority sectors to join the network. The contributes to internal projects within the organisation, to both broaden and deepen engagement with the RAP network and enhance the impact of the program.

### DUTIES

Stakeholder Engagement	<ul style="list-style-type: none"> <li>• With support from the RAP Program Manager (Outreach), 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 innovative projects.</li> <li>• Implement a targeted outreach plan to expand participation in the program and proactively identify and engage high impact organisations.</li> <li>• Actively engage Aboriginal and Torres Strait Islander stakeholders to ensure RAPs are aligned with and delivering on their priorities.</li> <li>• Play a key role in the complaints management process for the RAP program, working with the management team to identify and escalate high risk complaints.</li> </ul>
RAP Development and Implementation	<ul style="list-style-type: none"> <li>• Review and support the development of RAP documents by providing customised insights and practical recommendations to RAP organisations based on their reconciliation goals.</li> <li>• Maintain a robust understanding of organisations within the RAP network, identifying recurring strengths and</li> </ul>

**DUTIES**

	<p>challenges experienced by an allocated portfolio of partners.</p> <ul style="list-style-type: none"><li>• Maintain effective record and database management.</li></ul>
Program Improvements	<ul style="list-style-type: none"><li>• Assist the General Manager and management team with the strategic direction for the team, organising workflow, sharing resources and initiating ideas for business development.</li><li>• Lead projects to strengthen engagement with the RAP network and First Nations stakeholders and deepen program impact.</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 Reconciliation Australia.
2. Excellent written and verbal skills with ability to communicate clearly and sensitively with First Nations stakeholders, senior leaders, and other RAP stakeholders.
3. Proven project management and organisational skills and ability to work with other staff to deliver results in a fast-paced environment.
4. Capacity to utilise a variety of software platforms to efficiently manage projects and facilitate effective communication with team members across diverse geographical locations.
5. Demonstrated interpersonal skills with an ability to work co-operatively in a team environment and build a positive team culture.
6. 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.

**Desirable:**

7. 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.