

POSITION DESCRIPTION

Job title:	Senior Manager – Narragunnawali (Parental Leave Cover)
Reporting to	General Manager – Narragunnawali
Classification level:	RA level 5
Salary range:	\$120,000 – \$130,000 per annum (inclusive of leave loading) plus superannuation
Term:	This is a full-time parental leave cover position for a fixed term period until 31 December 2025.
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.

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 meaning 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 Senior Manager within the Narragunnawali program team, you will contribute to the strategic direction of the program by providing evidence-based advice and recommendations that drive impact and improvement of the program. Working in partnership with the General Manager, Narragunnawali you will support the team to deliver on program outcomes to a high standard.

This Senior Manager role is a 12-month fixed term parental leave cover position to support the continuation of duties (see below) typically fulfilled by the Senior Manager, Strategy and Impact – Narragunnawali.

For the period through until 31 December 2025, the role will primarily focus on the following priority duties:

- manage at least 3 direct reports within the Narragunnawali team
- the delivery and coordination of the external evaluation of the Narragunnawali program in collaboration with PRaSP team
- (co-) lead the oversight on, and management of, special projects and events within the 2025 calendar year, such as the Narragunnawali Awards 2025 and the prospect of a Reconciliation and Education symposium to coincide with the 10-year anniversary of the Narragunnawali program.

DUTIES	
Strategic direction	<ul style="list-style-type: none"> • Contribute to the strategic direction of the Narragunnawali program by providing evidence-based recommendations and advice to the General Manager. • Monitor program impact and identify opportunities for development and improvement. • Lead the Monitoring, Evaluation and Learning (MEL) components of the Narragunnawali program in collaboration with the General Manager – Narragunnawali, and with oversight from Reconciliation Australia's Policy, Research and Strategic Programs (PRaSP) team • Provide oversight on the design and development of structures, processes and projects to implement findings and recommendations from external evaluations/reviews.
Operations	<ul style="list-style-type: none"> • Support the ongoing design, development and implementation of project management processes, including through the organisation of workflows, sharing of resources and initiation of ideas for business development. • Support the team to deliver program outputs and activities to a high standard.
Leadership	<ul style="list-style-type: none"> • Provide leadership and mentoring to staff within the Narragunnawali team.
Stakeholder engagement	<ul style="list-style-type: none"> • Build and maintain effective ongoing relationships with key stakeholders and partners across the education ecosystem including Aboriginal and Torres Strait Islander education bodies, Government, Catholic, Independent, and early learning sectors.
General	<ul style="list-style-type: none"> • Contribute to the fielding of public enquiries and provide support to Narragunnawali community. • Prepare internal reporting, correspondence and briefs. • Represent Reconciliation Australia in public forums.
Other	<ul style="list-style-type: none"> • Undertake other tasks or projects as directed by the General Manager – Narragunnawali.

SUCCESS CRITERIA

Essential:

1. High level understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and the reconciliation movement.
2. High level understanding of Aboriginal and Torres Strait Islander content as per school and early learning frameworks; Australian Curriculum, Early Years Learning Framework, AITSL and ACECQA standards.
3. Demonstrated ability to build and maintain relationships and strategic alliances with a wide range of stakeholders including Aboriginal and Torres Strait Islander people and organisations, Government, corporate and not-for-profit sectors.
4. Proven people management and organisational skills and demonstrated ability to support a team to deliver program outcomes on time and to a high standard.
5. Excellent interpersonal, written and oral communications skills, including the ability to represent an organisation in public forums.
6. Ability to work co-operatively in a team environment and collaboratively with other units within an organisation.
7. Commitment and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.

Desirable:

1. Australian teaching qualification and/or experience in early learning, primary or secondary school settings.
2. Experience utilising Narragunnawali curriculum or professional learning resources, and/or developing and implementing a Reconciliation Action Plan (RAP).
3. Possession of a Working with Children Check or the ability to be eligible to acquire one.