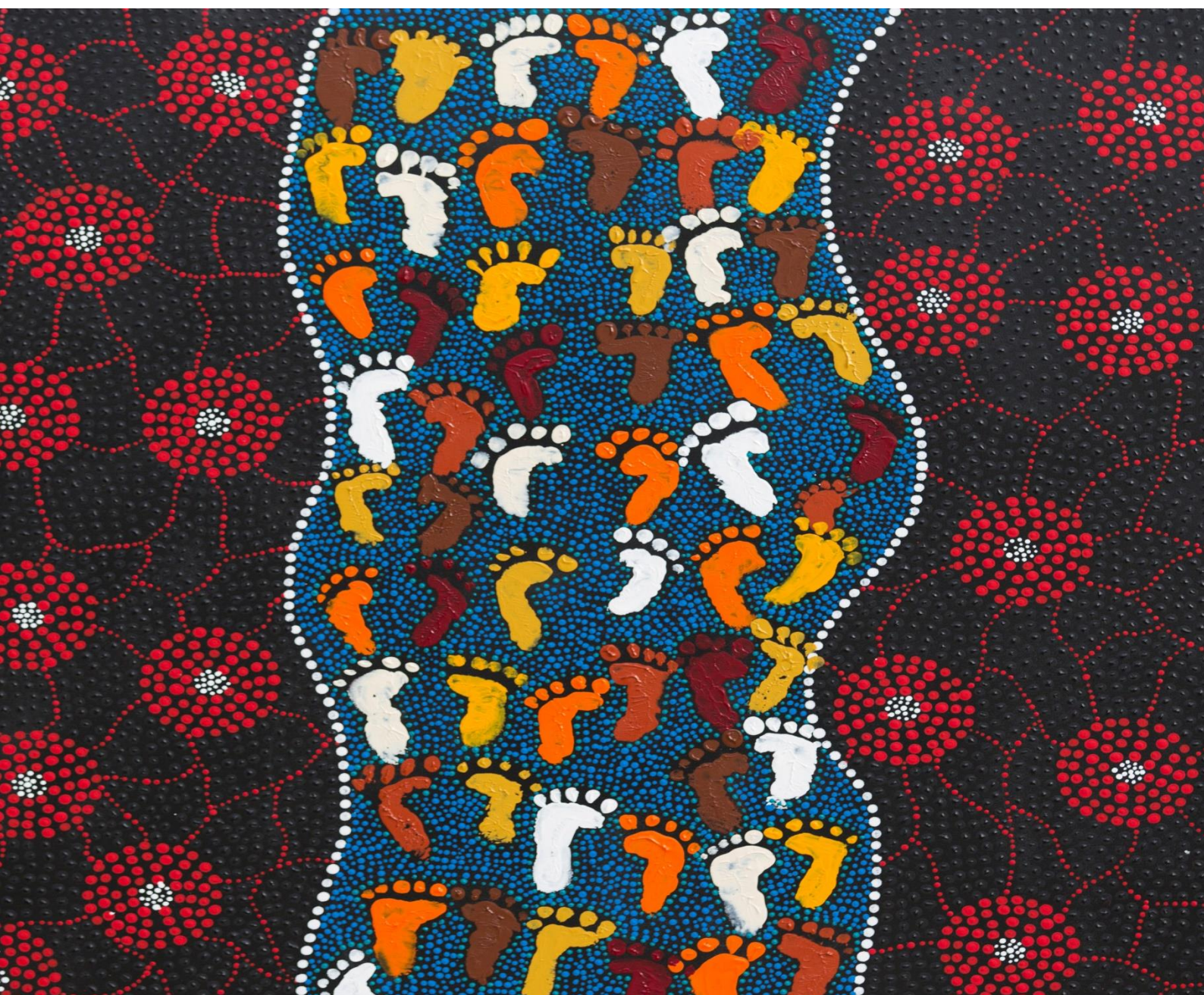




RECONCILIATION
AUSTRALIA



**General Manager, Reconciliation Action Plan Program
Canberra**

Application Date – 22 January 2018

Thank you for your interest in the General Manager, Reconciliation Action Plan (RAP) Program position with Reconciliation Australia, Canberra. This pack contains the information you will need to complete and submit your application by Monday, 22 January 2018, close of business.

Who we are

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.

What you will be doing

The Reconciliation Action Plan unit supports organisations across Australia in developing and executing Reconciliation Action Plans that create sustainable objectives and solutions to foster reconciliation and create social change for Aboriginal and Torres Strait Islander Australians. We currently have over 950 organisations with a current RAP in addition to new organisations looking to grow the social impact of the program within their organisations.

The position is responsible for the strategic and operational management of the Reconciliation Action Plan Program. The role will lead the business development and implementation of the RAP Program at a national level, engaging with a range of RAP partners across government, corporate, not-for-profit and tertiary sectors. Internally, the General Manager will manage and develop a diverse team making up the RAP unit.

About you

The successful candidate will demonstrate strong leadership and commitment to implementing a high performance culture and strong strategic direction to inform program and organisational capability. Experience in program management and working with a diverse range of stakeholders, combined with an understanding of Aboriginal and Torres Strait Islander people and the issues affecting them, will enable the successful candidate to provide strategic advice to both the RAP program and RAP partners.

This position will be offered on a full-time, fixed-term contract up to 30 June 2020. An attractive salary between \$110,000 - \$115,500 per annum, plus superannuation will be offered to the successful applicant.

Please note: RA is not classified as a Public Benevolent Institution and is therefore unable to offer taxation benefits currently available under those arrangements.

To be eligible for employment with RA, successful applicants will be required to undergo a suitability assessment and provide 100 points of identification prior to commencing employment. If you require further information in relation to what this process involves, please contact the HR Advisor on the number provided below.

How to apply

We invite you to apply for this position by submitting the application cover sheet, your resume and a statement addressing the selection criteria which draws on relevant skills and experience. Please send applications to: Jobs@Reconciliation.org.au. For further information about this position please contact Reconciliation Australia's HR Advisor on (02) 6273 9200. Applications close: 5pm, Monday, 22 January 2018.

Reconciliation Australia Application Cover Sheet

Position Details

Position Title: General Manager, RAP Program

Personal Details

Title: Mr Ms Mrs Miss Dr Other: Please Specify

Surname: _____ Given Names: _____

Email: _____

Postal Address: _____

Suburb: _____ State: _____ Postcode: _____

Telephone: _____ Mobile: _____

Do you wish to identify as being of Aboriginal and/or Torres Strait Islander Origin?

Do you wish to identify as a person from a culturally and linguistically diverse background?

Do you wish to identify as a person having a disability?

If you have a disability, please specify any adjustments you require should you be successful for interview.

Referee 1:

Name: _____

Title: _____

Working Relationship: _____

Length of Relationship: _____

Contact Details:

Phone: _____

Email: _____

Referee 2:

Name: _____

Title: _____

Working Relationship: _____

Length of Relationship: _____

Contact Details:

Phone: _____

Email: _____

How did you hear about this vacancy?

Have you attached your Resume?

Job Description

Job Title	General Manager, Reconciliation Action Plan Program
Reporting to	CEO
Classification Level	RA 6
Date	December 2017

Role

The position is responsible for the strategic and operational management of the Reconciliation Action Plan (RAP) Program. The role will lead the business development and implementation of the RAP Program at a national level, engaging with a range of RAP partners across government, corporate, not-for-profit and tertiary sectors. Internally, the General Manager will manage and develop a diverse team making up the RAP unit.

Duties

1. Manage the strategic direction, performance and professional development of a team of diverse staff.
2. Supervise the successful development and execution of RAPs to RAP partners based on their organisational reconciliation goals.
3. Ensure the effective promotion and delivery of events for the RAP Programs nationally to increase engagement and networking of RAP organisations
4. Maintain productive relationships with existing stakeholders and develop initiatives for the RAP Program to engage new RAP partners and stakeholders
5. Actively engage Aboriginal and Torres Strait Islander organisations and other external stakeholders to work collaboratively with Reconciliation Australia.
6. Oversee the management and monitoring of expenditure of program budgets and ensure a high level of cost-effectiveness
7. Ensure records management and evidence based reporting systems for the RAP Program are accurate and up to date
8. Promote sound leadership and management skills among team members while identifying and managing risks and opportunities through regular organisational planning, reviews and development activities.
9. In collaboration with the CEO and other General Managers, participate in the cyclical review and evaluation of Reconciliation Australia's policies and programs.
10. Undertake other tasks and roles as directed by the CEO

Selection Criteria

Essential

1. Proven ability to lead a team and develop a team culture, including through active coaching and training of team members and setting performance standards.
2. High level of understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and issues affecting them with a demonstrated ability to engage key Aboriginal and Torres Strait Islander stakeholders and inform related RAP content.

3. Proven project and program management experience and demonstrated ability to successfully deliver program outcomes on time and to a high standard.
4. Demonstrated experience working closely with or within organisations from the corporate, not-for-profit and government sectors.
5. Demonstrated business development skills with the ability to source new opportunities and create program initiatives.
6. Excellent communication skills, including high level verbal and written skills and the ability to regularly present in a range of public forums.
7. Established organisational skills showcasing accountability to complete high quality work within timeframes.

Desirable

1. Tertiary qualifications in a relevant discipline.