

## POSITION DESCRIPTION

<b>Job title</b>	General Manager, Communications & Engagement
<b>Reporting to</b>	Chief Executive Officer
<b>Classification level</b>	RA Level 6
<b>Salary range:</b>	\$110,000 - \$125,000 per annum plus superannuation
<b>Term:</b>	Full-Time, Fixed-Term until 30 June 2020
<b>Location:</b>	Canberra

### 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

As General Manager, you are responsible for the strategic and operational leadership of the Communications & Engagement Team, including Reconciliation Australia's signature event – National Reconciliation Week. You will lead Reconciliation Australia's communication, information and events management initiatives. As General Manager you will lead and develop a diverse team, and contribute to the strategic direction of Reconciliation Australia.

### DUTIES

Strategic Direction	<ul style="list-style-type: none"> <li>• In collaboration with the Chief Executive Officer and Senior Executive Team:             <ul style="list-style-type: none"> <li>○ contribute to the strategic direction of the organisation,</li> <li>○ participate in cyclical reviews and evaluations of Reconciliation Australia's policies and programs, and</li> <li>○ identify and manage organisation and program risk.</li> </ul> </li> <li>• Provide high level strategic advice regarding Reconciliation Australia's branding, information, engagement and communication strategies.</li> <li>• Lead promotion and engagement activities for National Reconciliation Week.</li> <li>• Lead promotional activities to ensure consistency in approach across the policy and program teams.</li> <li>• Produce Reconciliation Australia's Annual Review.</li> <li>• Promote dialogue internally, and with external stakeholders to identify issues and opportunities which Reconciliation Australia may take up in the context of progressing reconciliation.</li> <li>• Manage and report on specific deliverables contained within             <ul style="list-style-type: none"> <li>○ Reconciliation Australia's Strategic Plan 2017-2022</li> <li>○ Reconciliation Australia's Reconciliation Action Plan 2017-2020.</li> </ul> </li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Lead a team to deliver on the strategic outcomes of the Communications &amp; Engagement Team.</li> <li>• Manage the wellbeing, performance and professional development of a diverse team.</li> </ul>

	<ul style="list-style-type: none"> <li>• In a fast-paced and demanding environment, promote sound leadership and a supportive culture among team members.</li> <li>• Identify and manage risk and opportunities through regular team planning, reviews and development activities.</li> <li>• Oversee the management and monitoring of program budget expenditure.</li> </ul>
Stakeholder engagement and communication	<ul style="list-style-type: none"> <li>• Maintain productive relationships with existing stakeholders, including the Australian Reconciliation Network and traditional, new and Indigenous media channels/platforms.</li> <li>• Create speeches, reports and presentations for executive members and Board Directors.</li> <li>• Maintain promotional and educational resources, including databases and online platforms and websites.</li> <li>• Manage Reconciliation Australia's social media platforms such as Facebook and Twitter.</li> <li>• Develop strategies to identify and build relationships with new partners and stakeholders, including the media.</li> <li>• Through communication activities actively promote Reconciliation Australia programs and activities with Aboriginal and Torres Strait Islander leaders and organisations, and with the broader public.</li> <li>• Represent the organisation in various forums.</li> <li>• Work collaboratively with General Managers across policy and program areas to advise and promote activities.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Undertake other tasks as directed by Chief Executive Officer.</li> </ul>

## **SELECTION CRITERIA**

### **Essential:**

1. Tertiary qualifications in journalism or marketing, or a relevant discipline.
2. Proven ability leading information, engagement and communication initiatives including the production of publications and resources, updates to the website, and manage key events such as National Reconciliation week.
3. Demonstrated ability to engage key stakeholders, including Aboriginal and Torres Strait Islander leaders, all Australians and the media in the work of Reconciliation Australia.
4. Excellent written and oral communication skills including the ability to produce high quality speeches, presentations, reports and publications.
5. Proven ability to work collaboratively within a leadership structure, including setting the strategic direction and performance standards for the organisation.
6. Proven ability to lead and develop a team, including active coaching, building team capability and setting performance standards.
7. Demonstrated understanding and awareness of the issues affecting Aboriginal and Torres Strait Islander peoples, including the ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.