

POSITION DESCRIPTION

Job title:	RAP Advisor
Reporting to	Senior RAP Advisor
Classification level:	RA Level 4
Salary range:	\$70,000 - \$75,000 per annum plus superannuation
Term	Full-Time or job sharing 2 or 3 days per week, Fixed-Term until 30 June 2020 with possibility of 3 year extension depending on funding

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 a member of the Reconciliation Action Plan (RAP) team you will collaborate closely with new and existing partners, supporting the strategic direction of the program and driving the development and implementation of partners' Reconciliation Action Plans (RAPs). 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"> • 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. • Actively engage Aboriginal and Torres Strait Islander organisations and stakeholders to create informative RAPs and work collaboratively with Reconciliation Australia. • Identify and respond to client priorities in proactive and customer focused way
Manages Portfolio	<ul style="list-style-type: none"> • Deliver presentations and participate in the promotion and management of events to increase the network and engagement of RAP partners and organisations. • Maintain effective record and database management.
RA Program Improvements	<ul style="list-style-type: none"> • Assist the General Manager with the strategic direction for the team as a whole by organising work flow, sharing resources and initiating ideas for business development.

	<ul style="list-style-type: none"> • Deliver seamless customer focused service supported by simplified and efficient processes. Identify opportunities to improve processes to deliver outcomes.
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:

1. 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.
2. Demonstrated knowledge and experience implementing Reconciliation Action Plans, including but not limited to, Aboriginal and Torres Strait Islander employment, training and retention strategies.
3. Excellent written and oral communications skills, including the ability to present in public forums.
4. 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.

Desirable:

Consulting or professional experience working within the corporate, government, education and not-for-profit sectors.