

POSITION DESCRIPTION

Job title:	Deputy Chief Executive Officer – This is an Identified Position
Reporting to	Chief Executive Officer
Classification level:	RA Level 6
Salary range:	\$125,000 - \$150,000 per annum plus superannuation
Term	Full-Time Fixed-Term until 30 June 2020 with possibility of 3-year extension depending on funding.
Location	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

In conjunction with the CEO, the Deputy CEO will provide strategic and operational leadership for Reconciliation Australia. You will demonstrate strong leadership that builds internal capability in line with our strategic goals. As Deputy CEO you will engage with a range of external stakeholders from government, not for profit and corporate sectors, and Aboriginal and Torres Strait Islander individuals and leaders. You will also lead and develop a small corporate services team.

DUTIES

Strategic Direction	<ul style="list-style-type: none"> • In collaboration with the Chief Executive Officer: <ul style="list-style-type: none"> ○ contribute to the strategic direction of the organisation, ○ participate in cyclical reviews and evaluations of policies and programs, and ○ identify and manage organisational risk. • Provide high level strategic advice regarding Reconciliation Australia's vision and agenda. • Manage and report on specific deliverables contained within: <ul style="list-style-type: none"> ○ Reconciliation Australia's Strategic Plan 2017-2022 ○ Reconciliation Australia's Reconciliation Action Plan 2017-2020. • Provide a senior presence in Canberra and act as a spokesperson for Reconciliation Australia by effectively communicating the organisation's vision and agenda.
Leadership	<ul style="list-style-type: none"> • Ensure sound monitoring of Reconciliation Australia's operational and financial resources across all units. • Drive internal organisational planning, reviews and development activities. • Assist the CEO to identify external funding from a range of sources, including government, corporate and community sectors.

	<ul style="list-style-type: none"> • Deliver seamless customer focused service supported by simplified and efficient processes, including opportunities to improve internal processes. • Manage the wellbeing, performance and professional development of a diverse corporate services team.
Stakeholder engagement and communication	<ul style="list-style-type: none"> • Engage, build and maintain effective relationships with Aboriginal and Torres Strait Islander leaders and individuals. • In conjunction with the CEO, ensure the maintenance of effective relationships with key corporate and political partners.
Other	<ul style="list-style-type: none"> • Undertake other tasks as directed by the Chief Executive Officer.

SELECTION CRITERIA:

Essential

1. Tertiary qualifications in a relevant discipline.
2. Proven ability to apply strategic thinking and build organisational capability to achieve organisational goals.
3. Proven ability to work collaboratively within a leadership structure, including setting the strategic direction and performance standards for the organisation.
4. Demonstrated ability to engage key stakeholders, including Aboriginal and Torres Strait Islander leaders in the work of Reconciliation Australia.
5. 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.
6. Excellent written and oral communication skills, including the ability to produce high quality work.
7. Proven ability to lead and develop a team, including active coaching, building team capability and setting performance standards.
8. Experience as a media spokesperson with excellent presentation skills and the ability to represent Reconciliation Australia in a range of forums.