

RAP Officer

Location: Canberra or Sydney

- Full-Time Fixed-Term until 30 June 2023 with possibility of a 3-year extension depending on funding
- RA Level 3 - 4, Salary Range \$50,000 - \$65,000 + Super. Starting salary will depend on experience and qualification
- Applications Close 30 November, 2020

As an unprecedented year draws to a close, Reconciliation Australia – a national not for profit organisation committed to building a just, equitable, and reconciled nation – has an opening for a RAP Officer to contribute to the exciting next chapter of growth and impact for the Reconciliation Action Plan (RAP) program.

We invite qualified candidates to apply to join our team as we work alongside a diverse range of Australian organisations to build a “new normal” by advancing reconciliation as we directly impact one in five Australians every single day. A program that started with eight trailblazing organisations in 2006, today the RAP program is a network of over 1,100 organisations advancing reconciliation by building relationships, respect, and opportunities between Aboriginal and Torres Strait Islander communities and the broader community. Over the past five years, the program has grown at an annual rate of 25 percent and today we are poised to implement program adjustments to enhance our reach and impact.

The successful candidates will be capable relationship managers with proven skills to engage a range of organisations (corporate, not for profit and government). They will have a high level of understanding of and capacity to engage Aboriginal and Torres Strait Islander stakeholders.

We are especially interested in candidates with experience in with one (or more) of the following: (1) delivering training and capacity building events using both online and in-person training methods; (2) experience in the use of Salesforce or other CRM to manage stakeholder engagement; and/or, (3) design and implementation of program evaluation and applied research activities to enhance program delivery.

Success and job satisfaction will come from their contribution to enhancing the impact of a unique program driving change across the nation.

Reconciliation Australia is committed to improving employment opportunities for all Australians especially Aboriginal and Torres Strait Islander peoples.

Working Rights: Applicants for this position should have valid working rights for Australia.

How to apply: To be considered for this position please **email** a copy of your current CV and a cover letter **addressing the selection criteria** for RAP officer (page 5) that outlines your suitability for the position **quoting ref RAP Officer**, to jobs@reconciliation.org.au

Position will be available and depending on experience and knowledge. Please address the Selection Criteria (page 5).

For recruitment and job specific information: please contact Giselle Suitor, HR Manager on 0406 379 934, 02-6153 4429 or email jobs@reconciliation.org.au **quoting ref RAP Officer**.

Reconciliation Australia- Application Cover Sheet

Position Details	
Position Title:	RAP Officer
Classification:	RA 3 or 4
Reporting to:	RAP Manager, RAP Program
Salary:	\$50,000 - \$65,000

Personal Details		
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other: Please Specify		
Surname:		Given Names:
Email:		
Postal Address:		
Suburb:	State:	Postcode:
Telephone:		Mobile:

To work for Reconciliation Australia, you must be an Australian Citizen or Applicants for this position must have valid working rights for Australia

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.

What is your preferred location? Sydney Canberra

<u>Referee 1:</u>	<u>Referee 2:</u>
Name:	Name:
Title:	Title:
Working Relationship:	Working Relationship:

<p>Length of Relationship:</p> <p><u>Contact Details:</u></p> <p>Phone:</p> <p>Email:</p>	<p>Length of Relationship:</p> <p><u>Contact Details:</u></p> <p>Phone:</p> <p>Email:</p>
<p>How did you hear about this vacancy?</p>	

POSITION DESCRIPTION: RAP OFFICER

Job title:	Officer Reconciliation Action Plan Program
Reporting to	Manager Reconciliation Action Plan Program
Classification level:	RA Level 3
Salary range:	\$50,000 - \$65,000 per annum plus superannuation
Term	Full-time fixed-term until 30 June 2023

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"> • With support from the RAP Program Manager 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 inform and advance the work of Reconciliation Australia. • Identify and respond to client priorities in proactive and customer focused way
Manages Portfolio	<ul style="list-style-type: none"> • Under supervision from the RAP Program Manager 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.

RAP 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. • Deliver seamless customer focused service supported by simplified and efficient processes. Identify opportunities to improve processes to deliver outcomes.
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 with topics relevant to the development and implementation of Reconciliation Action Plans, including but not limited to, Aboriginal and Torres Strait Islander employment, training and retention strategies; Aboriginal and Torres Strait Islander procurement; and, employee engagement including cultural competency.
3. Demonstrated analytical and problem solving skills.
4. Proven time management and organisational skills to successfully meet deadlines in a fast paced environment.
5. Excellent written and oral communications skills, including the ability to present in public forums.
6. Demonstrated interpersonal skills with an ability to work co-operatively in a team environment.
7. 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. Especially experience delivering or coordinating training events (in-person and/or online).