

Manager – Indigenous Governance Program

- **Canberra or Sydney**
- **Annual salary: \$95,000 - \$110,000 + Superannuation (dependent on experience)**
- **Full-time or part-time plus - flexible working environment**

Our organisation

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.

We provide a flexible working environment, additional leave provisions and a supportive close-knit team with offices in Canberra and Sydney.

The role

This exciting position manages the end-to-end Indigenous Governance Program (IGP) including the Indigenous Governance Awards (IGA's), Indigenous Governance Network, Corporation Partnerships Program, as well as supporting the development and delivery of Indigenous Governance resources and events. Working closely with the General Manager, PRAGA, and stakeholders to develop a renewed funding proposal for the BHP Foundation.

About you

You are a highly experienced manager with exceptional ability to engage, build and maintain effective relationships with a wide range of stakeholders including Aboriginal and Torres Strait Islander leaders, individuals and organisations. You have strong project management skills and can effectively lead a team of two. You have a deep understanding and awareness of Aboriginal and Torres Strait Islander peoples, their cultures and issues affecting them.



Selection Criteria

Essential

1. High level ability to develop and maintain productive working relationships with a range of stakeholders including Aboriginal and Torres Strait Islander people and organisations, government, corporate and the not-for-profit sectors.
2. High level ability to manage complex programs, including the development and implementation of an effective program cycle
3. Strong management and organisational skills including project and/or events management and financial management skills.
4. Highly developed ability to communicate issues clearly and concisely.
5. High level ability to work in a team environment and collaboratively with other teams across Reconciliation Australia.
6. Ability to take initiative and to prioritise work over a range of projects and meet deadlines.
7. Deep understanding and awareness of Aboriginal and Torres Strait Islander peoples, their cultures and issues affecting them.
8. Tertiary qualifications in a relevant discipline

Desirable

1. Experience in and/or an understanding of Indigenous Governance.

We are committed to improving employment opportunities for Aboriginal and Torres Strait Islander peoples and welcome applications from all Australians, especially those of Aboriginal and Torres Strait Islander descent as your cultural and lived experience is central to the work we do.

Applicants for this position should have valid working rights for Australia.

Salary and other details

The salary range for this role is \$95,000 - \$110,000 + Superannuation, dependent on experience and qualifications, and is a fixed-term contract to 30 June 2022 with possibility of extension depending on funding.

How to apply

Email jobs@reconciliation.org.au your:

1. CV;
2. Covering Letter addressing:
 - a. the Selection Criteria;
 - b. preferred location (Sydney or Canberra); and
 - c. Quoting ref: IGP Manager; and
3. Completed RA Cover Sheet, see below.

POSITION DESCRIPTION

Job title	Manager – Indigenous Governance Program
Reporting to	General Manager, Policy, Research & Government Affairs (PRAGA)
Classification level	RA Level 5
Salary range	\$95,000 - \$110,000 per annum plus Superannuation
Term	Full-time fixed-term contract until 30 June 2022
Location	Canberra or Sydney – flexible working arrangements

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

This position's areas of duty are:

- To manage the Indigenous Governance Program (IGP) including:
 - Managing the Indigenous Governance Awards (IGA's), the Indigenous Governance Network, Corporation Partnerships Program, as well as support the development and delivery of Indigenous Governance resources and events.
 - Managing the Joint Working Group with the Australian Indigenous Governance Institute
 - Developing a renewed funding proposal for the BHP Foundation.

DUTIES

Strategic Direction	<ul style="list-style-type: none">• Provide high level advice and support the development of strategic and operational plans, and other internal program delivery processes.
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Project Management and Leadership	<ul style="list-style-type: none"> • Work collaboratively with other areas of Reconciliation Australia, to effectively manage and deliver the Indigenous Governance Program including: • working with the Comms team to implement the communications strategy for the Program; • working with the Finance Manager to oversee budget and administration, and travel arrangements; • identify and manage risks; and • manage staff. • Develop a strong relationship with the Australian Indigenous Governance Institute and work in partnership with them in the delivery of the Program. • Implement an effective program cycle for the Indigenous Governance Program which includes a MEL framework aligned to funder requirements and Reconciliation policy. • Review Reconciliation Australia policies and processes relevant to the Indigenous Governance Program and implement program evaluation findings. • Work with the General Manager of PRAGA, Australian Indigenous Governance Institute, and the funding body to finalise a renewed funding proposal.
Stakeholder engagement and communication	<ul style="list-style-type: none"> • Engage, build and maintain effective relationships with Aboriginal and Torres Strait Islander leaders, individuals and organisations.
Other	<ul style="list-style-type: none"> • Undertake other tasks as directed by the General Manager – Policy, Research & Government Affairs (PRAGA).

SELECTION CRITERIA

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3. Strong management and organisational skills including project and/or events management and financial management skills.
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8. Tertiary qualifications in a relevant discipline.

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- Experience in and/or an understanding of Indigenous Governance.