

Chief Operations Officer

Our organisation

Reconciliation Australia is an independent, national, not-for-profit organisation promoting and

- Canberra
- Annual salary: \$185,000 + Superannuation
- Flexible working Environment
- Identified Position

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.

The role

The Chief Operations Officer (COO) is responsible for the strategic and operational leadership of Reconciliation Australia's corporate functions. Demonstrating strong leadership that builds internal capability and capacity in line with organisational strategic goals. With a range of external stakeholders from government, not for profit and corporate sectors, and Aboriginal and Torres Strait Islander individuals and leaders. The COO will be the senior leader in the Canberra Office responsible for the management of and a small corporate services team made up of IT, Finance and Human Resources. This role will enhance the organisational culture within Reconciliation Australia and will work closely with the CEO contribute to the strategic direction of Reconciliation Australia.

About you

Essential:

- Proven ability to work collaboratively within a leadership structure, including setting strategic directions and performance standards for the organisation.
- Demonstrated high level of understanding and awareness of Aboriginal and Torres Strait Islander peoples, their cultures and issues affecting them, including the ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.
- Proven ability to apply strategic thinking and build organisational capability to achieve organisational goals.
- Strong analytical skills with a demonstrated ability to exercise sound judgement to inform decisions.
- Excellent communication skills, including high level verbal and written skills, and the ability produce accurate high-quality work and reports and to regularly present in a range of forums.
- Demonstrated ability to engage key stakeholders, including Aboriginal and Torres Strait Islander leaders, corporate, not-for-profit and government stakeholders in the work of Reconciliation Australia.

- Proven ability to lead and develop a skilled team, including active coaching, building team capability, and setting performance standards.
- Proven program management experience successfully delivering accurate high-quality work within a fast-paced environment.
- Demonstrated business development skills to source new program initiatives and opportunities.

Desirable:

- Tertiary qualifications in a relevant discipline or minimum 7 years' work experience.

Salary and other details

The salary range for this role is \$180,000 + superannuation, dependent on experience and qualifications, and is a fixed-term contract to 30 June 2023 with extension depending on funding.

How to apply

Email jobs@reconciliation.org.au your:

1. CV;
2. Covering Letter addressing quoting ref: COO
3. Completed RA Cover Sheet, see below.

POSITION DESCRIPTION

Job title	Chief Operations Officer - Identified Position
Reporting to	CEO
Classification level	RA Leve 6
Salary range	\$180,000 + Superannuation
Term	Full-Time Fixed Term until 30 June 2023
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

The Chief Operations Officer (COO) is responsible for the strategic and operational leadership of Reconciliation Australia's corporate functions. Demonstrating strong leadership that builds internal capability and capacity in line with organisational strategic goals. Engage with a range of external stakeholders from government, not for profit and corporate sectors, and Aboriginal and Torres Strait Islander individuals and leaders. The COO will lead and manage a small corporate services team made up of IT, Finance and Human Resources and working with the CEO contribute to the strategic direction of Reconciliation Australia.

DUTIES

Strategic Direction	<ul style="list-style-type: none">• In collaboration with the Chief Executive Officer (CEO) and Senior Executive Team (SET):<ul style="list-style-type: none">◦ contribute to the strategic direction of Reconciliation Australia and development of the organisation's Strategic Plan;◦ participate in cyclical reviews and evaluations of Reconciliation Australia's policies and programs; and• Lead, coordinate and manage the organisational Risk Management Plan and WHS Strategy.• Represent SET on Reconciliation Australia's RAP Working Group and drive the development and implementation of the plan.• Manage and report on specific deliverables contained within:<ul style="list-style-type: none">◦ Reconciliation Australia's Strategic Plan 2022-2027◦ Reconciliation Australia's Reconciliation Action Plan 2022-2025.• Drive internal culture through policies and procedures.• Promote dialogue internally, and with external stakeholders, to identify issues and opportunities that Reconciliation Australia may take up in the context of progressing reconciliation.• Provide a senior presence in Canberra and as directed by the CEO, act as a spokesperson for Reconciliation Australia by effectively communicating the organisation's vision and strategy.• Provide strategic advice to the CEO on operationalising Reconciliation Australia's strategic direction and public positioning on a range of matters.
Leadership	<ul style="list-style-type: none">• Manage the strategic direction, performance and professional development of a diverse team.• Promote sound leadership and management skills among team members while identifying and managing risks, issues, and opportunities through regular organisational planning, reviews and development activities.• Foster and embed a supportive culture within the Corporate Services team and the wider organisation.• Ensure sound and effective leadership and monitoring of Reconciliation Australia's operational IT, financial and human resources across all business units.

	<ul style="list-style-type: none"> • Coordinate and ensure the implementation of the organisation's Risk Management Plan. • With the CEO and Finance Manager, monitor the organisation's budget and expenditure. • Actively participate in SET meetings.
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. • Build and maintain effective relationships with key Corporate Services suppliers. • In conjunction with the CEO, ensure the maintenance of effective relationships with key corporate and political partners. • Represent the organisation in various forums. • Work collaboratively with General Managers across policy and all program areas to advise and promote activities.
Operational management	<ul style="list-style-type: none"> • Identify changes to corporate compliance regulations and legislation and develop policies to support the organisation's operations and priorities. • Lead a seamless customer focused service supported by simplified and efficient processes, including opportunities to improve internal processes. • Oversee and manage whole of organisation technology solutions. • Manage the facilities of the Sydney and Canberra offices. • Manage and monitor expenditure within the Corporate Services program budgets and ensure a high level of cost-effectiveness. • Explore and identify new funding opportunities for organisational growth. • Ensure regular and accurate reporting to funding bodies.
Other	<ul style="list-style-type: none"> • Draft reports and papers for the Board of Directors and attend Board meetings where required. • Interstate travel including regular travel between Sydney and Canberra offices. • Undertake other tasks as directed by the CEO.

SELECTION CRITERIA

Essential:

1. Proven ability to work collaboratively within a leadership structure, including setting strategic directions and performance standards for the organisation.
2. Demonstrated high level of understanding and awareness of Aboriginal and Torres Strait Islander peoples, their cultures and issues affecting them, including the ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.
3. Proven ability to apply strategic thinking and build organisational capability to achieve organisational goals.
4. Strong analytical skills with a demonstrated ability to exercise sound judgement to inform decisions.
5. Excellent communication skills, including high level verbal and written skills, and the ability produce accurate high-quality work and reports and to regularly present in a range of forums.
6. Demonstrated ability to engage key stakeholders, including Aboriginal and Torres Strait Islander leaders, corporate, not-for-profit and government stakeholders in the work of Reconciliation Australia.
7. Proven ability to lead and develop a skilled team, including active coaching, building team capability and setting performance standards.
8. Proven program management experience successfully delivering accurate high-quality work within a fast-paced environment.
9. Demonstrated business development skills to source new program initiatives and opportunities.

Desirable:

1. Tertiary qualifications in a relevant discipline or minimum 7 years' work experience.

Cover Sheet

Position Title: Chief Operations Officer

Personal Details	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Title:	Mr Ms Mrs Miss Dr Other: Please Specify
Surname:	Given Names:
Email:	
Postal Address:	
Suburb:	State: Postcode:
Telephone:	Mobile:
Other Details	
Do you wish to identify as an Aboriginal and/or Torres Strait Islander person? Yes / No	
Do you wish to identify as a person from a culturally and linguistically diverse background? Yes / No	
Are you an Australian citizen? Yes / No	
If No, do you have valid and current Australian working rights: Yes / No	
Have you previously attended an interview with Reconciliation Australia: Yes / No	
Referee 1: Name: Title: Working Relationship: Length of Relationship: Contact Details: Phone: Email:	Referee 2: Name: Title: Working Relationship: Length of Relationship: Contact Details: Phone: Email:
How did you hear about this vacancy?	