

Senior Manager – Community Truth-telling Program

- Sydney
- Annual salary: \$125,000 - \$135,000 + Superannuation
- 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 genuinely flexible working environment, additional leave provisions and a supportive close-knit team with offices in Canberra and Sydney.

The role

Play a leading role in a new program in the critical and emerging area of truth-telling. This is an exciting opportunity for an experienced research and development manager.

This position will manage the Community Truth-telling Program, which includes research and resource development, community engagement, and a grants program. Reporting to the General Manager of Policy, Research and Government Affairs, the role has three direct reports, and leads a team of nine staff, including two managers.

Your responsibilities will include:

- Provide high level strategic advice, build an effective program team, and lead the development of an operational plan to deliver on program objectives.
- Lead the development of an effective program cycle and processes which include risk management and MEL framework aligned to funder requirements and Reconciliation Australia policy.
- Maintain relationships with high-profile Indigenous leaders and stakeholders, the funding body, Aboriginal and Torres Strait Islander community organisations and other local organisations.
- Lead the development of appropriate policies and processes to support the delivery of the Community Truth-telling Program.



About you

- High level ability to develop and manage complex programs, including the development and implementation of an effective program cycle, highly effective risk management, managing a large budget, and reporting.
- Exceptional management and organisational skills including project and/or events management and financial management skills.
- Highly developed ability to communicate issues clearly and concisely.
- 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.
- High level ability to work in a team environment and collaboratively with other teams across Reconciliation Australia.
- High level ability to design and deliver effective community engagement, research and development, and grants administration strategies.

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 \$125,000 - \$135,000 + 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:
 - a. the Selection Criteria set out in the Position Description below;
 - b. preferred location (Sydney or Canberra); and
 - c. Quoting ref: Senior Manager – Truth Telling
3. Completed RA Cover Sheet, see below.

POSITION DESCRIPTION

Job title:	Senior Manager, Community Truth-telling Program
Reporting to:	General Manager - Policy, Research & Government Affairs (PRAGA)
Classification level:	RA Level 5
Salary range:	\$125,000 - \$135,000 per annum plus superannuation
Term:	Full-Time Fixed-Term until 30 June 2026
Location:	Sydney (preferred but potentially negotiable)
Reviewed:	May 2022

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 will manage the Community Truth-telling Program, which includes research and resource development, community engagement, and a grants program. Reporting to the General Manager of Policy, Research and Government Affairs, the role has three direct reports, and leads a team of nine staff, including two managers.

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 develop and manage complex programs, including the development and implementation of an effective program cycle, highly effective risk management, managing a large budget, and reporting.
3. Exceptional 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. Proven ability to build and lead a team and work collaboratively with other teams across Reconciliation Australia.
6. High level ability to design and deliver effective community engagement, research and development, and grants administration strategies.
7. Extensive experience and ability to lead, manage and develop a team.
8. Ability to take initiative, solve complex problems, and prioritise work over a range of projects and meet deadlines.
9. High order written and oral communication skills including the ability to communicate issues clearly and concisely.
10. Deep understanding and awareness of Aboriginal and Torres Strait Islander peoples, their cultures and issues affecting them.
11. Commitment and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.
12. Tertiary qualifications in a relevant discipline.

Desirable:

1. Experience in and/or an understanding of Truth-telling processes.

DUTIES

Strategic Direction	<ul style="list-style-type: none">• Provide high level strategic advice and lead the development of an operational plan to deliver on program objectives• Develop and maintain relationships with high-profile Indigenous leaders and stakeholders, the funding body, Aboriginal and Torres Strait Islander community organisations and other local organisations.• Develop a strong relationship with The Healing Foundation, AIATSIS and other key national Aboriginal and Torres Strait Islander organisations.
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Program Management	<ul style="list-style-type: none"> • Build an effective program team. • Lead the development of an effective program cycle and processes which includes risk management and MEL framework aligned to funder requirements and Reconciliation Australia policy. • Lead the development of appropriate policies and processes to support the delivery of the Community Truth-telling Program, and implement program evaluation findings. • Lead the development, and oversee the implementation of effective program management systems and processes. • Work collaboratively with other areas of Reconciliation Australia, to effectively manage and deliver the Indigenous Governance Program including: <ul style="list-style-type: none"> • development and implementation of a communications strategy; • collaborate with the Finance Manager to oversee budget and administration, and travel arrangements; • identify and manage risks. • Manage a Knowledge Holders Reference Group. • Prepare regular program reports for the funding body.
Leadership	<ul style="list-style-type: none"> • Build, manage and support development of the Community Truth-telling team. • In the General Manager's absence, undertake an acting role as directed. • Attend Senior Executive Team (SET) meetings as required.
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 PRAGA.

Cover Sheet

Position Title:		
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:
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:		Referee 2:
Name:		Name:
Title:		Title:
Working Relationship:		Working Relationship:
Length of Relationship:		Length of Relationship:
<u>Contact Details:</u>		<u>Contact Details:</u>
Phone:		Phone: Email:
Email:		
How did you hear about this vacancy?		