

POSITION DESCRIPTION

Job title:	Program Manager, Reconciliation Action Plan (RAP) Program (Strategy & Innovation)
Reporting to:	General Manager, Reconciliation Action Plan (RAP) Program
Classification level:	RA Level 5
Salary range:	\$110,000 - \$120,000 per annum plus superannuation
Term:	Full-time fixed-term until 30 June 2023
Reviewed:	August 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.

We **recognise and value** the importance of Aboriginal and Torres Strait Islanders' unique cultures, knowledges and experiences and extend an open invitation for you to reach out, apply or contact us. We know that skills and experience can be built in many ways, including through unpaid and volunteer work, or work to support your community.

POSITION PURPOSE

As Program Manager (Strategy & Innovation) you will drive program improvement and develop strategies to maximise the impact of the RAP network in achieving reconciliation. Working closely with the General Manager, you will lead a small team responsible for using data, including analysis of the Workplace Reconciliation Barometer, the perspectives of First Nations stakeholders, and RAP partner insights, to ensure continuous program improvement and growth.

DUTIES

Stakeholder Engagement	<ul style="list-style-type: none"> Actively and respectfully engage Aboriginal and Torres Strait Islander organisations and stakeholders to support RAP partners to develop RAPs that create meaningful and constructive change towards reconciliation. Increase respectful and effective engagement between Reconciliation Australia, the RAP network, and Aboriginal and Torres Strait Islander peoples. 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 innovative projects. Support the successful implementation of RAPs by providing training and support with customised insights and practicable recommendations to RAP partners based on their reconciliation goals.
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DUTIES

Manage Portfolio	<ul style="list-style-type: none"> • Lead the management and use of accurate and timely data to drive effective implementation of the RAP program. • Lead robust evaluation of the approach, process and outcomes of RAP development and implementation. • Drive innovation in the RAP program by identifying, designing and testing solutions to improve and grow the program. • 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.
RA Program Improvements	<ul style="list-style-type: none"> • Assist the General Manager with the strategic direction for the team, organising workflow, sharing resources and initiating ideas for business development. • Deliver seamless customer focused service supported by simplified and efficient processes. •
People management and leadership	<ul style="list-style-type: none"> • Manage, support and coach a small team of RAP Officers. • Provide leadership and mentoring to all staff in the RAP team.
Other	<ul style="list-style-type: none"> • Undertake other tasks as directed by the General Manager, RAP Program.

SUCCESS CRITERIA

Essential

1. You understand the importance and uniqueness of Aboriginal and Torres Strait Islander peoples, their cultures, knowledges and experiences and have a strong track record of respectfully and effectively working with Australia's First Nations peoples.
2. As a proven people leader and manager, you are experienced in managing a team in a high-performance environment and promoting a positive and professional team culture.
3. You bring a track record of successful innovation – from concept to implementation - along with a growth mindset and commitment to ongoing improvement.
4. You use your excellent interpersonal, engagement and analysis skills to effectively managing change and win people over to new ways of working.
5. As a strong program manager, you have a demonstrated ability to deliver program outcomes on time and to a high standard.
6. You have excellent communication skills, including the ability to regularly represent Reconciliation Australia in a range of public forums.
7. You have proven abilities in working effectively with a range of organisations from the corporate, not for profit and government sectors.

Desirable:

1. Experience with impact evaluation and using CRM data (i.e. Salesforce) to drive program strategy.

2. Experience with network management, working with a diverse range of stakeholders to deliver shared goals.