

POSITION DESCRIPTION

Job title:	Manager, Indigenous Governance Program
Reporting to:	General Manager - Policy, Research & Strategic Programs
Classification level:	RA Level 5
Salary range:	\$110,000 - \$120,000 per annum plus superannuation
Term:	Full-Time Fixed-Term until 30 June 2025
Location:	Sydney, Canberra
Reviewed:	Feb 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.

Reconciliation Australia delivers the Indigenous Governance Program in partnership with the Australian Indigenous Governance Institute (AIGI). The purpose of the Program is to support, recognise, and celebrate success and governance excellence of Aboriginal and Torres Strait Islander organisations. We achieve this through a Corporate Partnership Program, provision of an online networking and information platform, and the biennial Indigenous Governance Awards

POSITION PURPOSE

Your goal as Manager of the Indigenous Governance Program (IGP) is to lead a small team to successfully deliver all elements of the program through efficient monitoring, building and managing relationships, strategic planning and event management.

This includes leading the Spotlighting Self-determination (Awards) Program, Collaborations for Change (Partnership) Program, and Amplifying Voice Program.

DUTIES

Strategic Direction	<ul style="list-style-type: none"> • Provide high level advice, develop briefings and other documents, and support the development of strategic and operational plans, and other internal program delivery processes. • Engage and manage in a culturally respectful way, relationships with high-profile Indigenous leaders and stakeholders, the funding body, and Aboriginal and Torres Strait Islander community organisations.
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Project Management	<ul style="list-style-type: none"> • 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 program implementation plan and a communications strategy; ○ collaborate with the Finance Manager to oversee budget and administration, and travel arrangements; ○ identify, document, monitor and manage risks. • 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 Monitoring, Evaluation and Learning framework aligned to the requirements under the funding agreement and Reconciliation Australia policy. • Develop and implement effective program management systems and processes. This includes a process and approach to program improvements and innovation.
Leadership	<ul style="list-style-type: none"> • Manage, coach and support the development of the IGP team. This includes setting clear work programs at a team and individual level, with regular adjustment to meet the needs and expectations of the General Manager and/or CEO.
Stakeholder engagement and communication	<ul style="list-style-type: none"> • Engage, build and maintain culturally respectful and 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 PRASP. •

SUCCESS CRITERIA

Essential:

1. You are highly experienced and skilled at developing and maintaining productive, culturally respectful working relationships with a range of stakeholders. In particular with Aboriginal and Torres Strait Islander people and organisations, as well as government, corporate and the not-for-profit sectors.
2. You bring a strong track record of successfully managing complex programs with diverse stakeholders. You are skilled at developing and implementing an effective program cycle, planning events and managing program finances and reporting.
3. You are an experienced people leader, with demonstrated success in leading, developing and coaching a team to achieve outcomes and maintain wellbeing.
4. You communicate with influence, adjusting key messaging, framing and approach to meet the needs of stakeholders and audiences. Your clarity and brevity, as needed, ensure efficient and effective two-way communication.
5. Deep understanding and awareness of Aboriginal and Torres Strait Islander peoples, their cultures and issues affecting them.
6. Commitment and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.
7. Tertiary qualifications in a relevant discipline.

Desirable:

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

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?		