

## POSITION DESCRIPTION

<b>Job title:</b>	Senior Officer – Partnerships, Indigenous Governance Program
<b>Reporting to:</b>	Manager of Indigenous Governance Program
<b>Classification level:</b>	RA level 4
<b>Salary:</b>	\$85,000 - \$90,000 + superannuation
<b>Term:</b>	Part-time, Fixed-term contract to 30 June 2025 with the possibility of extension depending on funding.
<b>Location:</b>	Canberra or Sydney
<b>Reviewed:</b>	February 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.

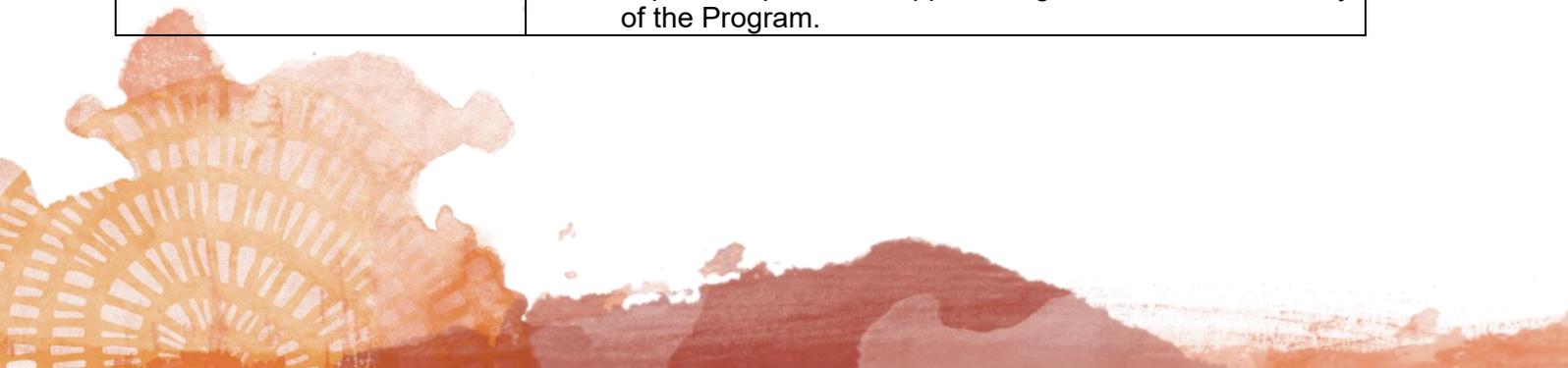
As part of the diverse work we undertake, Reconciliation Australia delivers the Indigenous Governance Program in partnership with the Australian Indigenous Governance Institute (AIGI). The purpose of the Program is to support, recognise, and celebrate success and governance excellence of Aboriginal and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

### POSITION PURPOSE

With direction from the Program Manager, you will manage the ongoing development and implementation of the Collaborations for Change (partnership) portfolio. Your goal is to support the development of mutually beneficial partnerships between Indigenous Governance Award (IGA) and Reconciliation Action Plan (RAP) organisations. You will use your analysis, facilitation and brokering skills to identify, develop and establish these partnerships. You will support and oversee their progress and success through ongoing relationship management, and efficient monitoring and reporting processes.

### DUTIES

Strategic Direction	<ul style="list-style-type: none"> <li>• Support and administer effective monitoring and evaluation, of program events.</li> <li>• Support the identification of opportunities that will improve impact and support the growth and sustainability of the Program.</li> </ul>
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Program implementation	<ul style="list-style-type: none"> <li>• Broker strategic partnerships in a culturally respectful way between Indigenous Governance Program participant organisations and RAP organisations.</li> <li>• Manage a diverse portfolio of stakeholders: maintain a stakeholder engagement register or framework and their communication and engagement need, efficient and effective messaging and engagement.</li> <li>• Work collaboratively with other program areas, specifically the RAP and Communications and Engagement teams, to effectively engage organisations, promote the program area, deliver events, and other activities to a high standard.</li> <li>• Lead the monitoring and evaluation, of partnerships, according to the Program’s Monitoring, Evaluation and Learning framework and ensure they are operating effectively and achieving agreed outcomes. If not, identify opportunities to improve the situation and brief Manager on proposed action.</li> <li>• Lead the implementation of core activities in accordance with project KPIs.</li> <li>• Coordinate travel arrangements for the program activities.</li> <li>• Identify and manage risks and opportunities arising from the program area and communicate to management effectively.</li> <li>• Support and participate in the monitoring and evaluation of the program area for continuous quality improvement.</li> </ul>
Stakeholder engagement and communication	<ul style="list-style-type: none"> <li>• Engage and provide ongoing support to IGA and RAP organisations participating in the program.</li> <li>• Develop and maintain effective and respectful relationships with a wide range of stakeholders including Aboriginal and Torres Strait Islander people and organisations, and other stakeholders involved in the IGP.</li> <li>• Support the ongoing development and implementation of a stakeholder engagement plan and communications strategy for the program area.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Undertake other tasks as directed by the IGP Manager</li> </ul>

**SELECTION CRITERIA:**

**Essential**

1. You understand the importance and uniqueness of Aboriginal and Torres Strait Islander peoples, their cultures, knowledges, and experiences and can respectfully and effectively engage with Australia’s First Nations peoples.

2. You are a highly effective relationship builder, tailoring your approach, and demonstrating your ability to develop and manage relationships with a wide range of stakeholders, to ensure effective program delivery. This includes Aboriginal and Torres Strait Islander people and organisations, and the government, corporate and not-for-profit sectors.
3. You have a demonstrated experience in managing/brokering end to end partnerships with different stakeholder groups. This encompasses the identification, establishment, and implementation of a partnership.
4. You have strong project management skills and plan to ensure the delivery of work which produces high results, including working with other team members to build a positive culture.
5. You have good analytical and problem-solving skills with the ability to identify issues and risks. You communicate these effectively and will identify and propose possible solutions.
6. You have excellent written and oral communication skills, including the ability to present in public forums, workshops, and webinars.

**Desirable**

1. Tertiary qualifications in a relevant discipline.
2. Experience in and/or an understanding of Indigenous Governance

## Cover Sheet

<b>Position Title:</b>		
<b>Personal Details</b>		
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:
<b>Other Details</b>		
Do you wish to identify as an Aboriginal and/or Torres Strait Islander person? <b>Yes / No</b>		
Do you wish to identify as a person from a culturally and linguistically diverse background? <b>Yes / No</b>		
Are you an Australian citizen? <b>Yes / No</b>		
If No, do you have valid and current Australian working rights: <b>Yes / No</b>		
Have you previously attended an interview with Reconciliation Australia: <b>Yes / No</b>		
<b>Referee 1:</b>	<b>Referee 2:</b>	
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?		