

POSITION DESCRIPTION

Job title:	Officer, Reconciliation Action Plan (RAP) Program
Reporting to:	Program Manager, Reconciliation Action Plan (RAP) Program
Classification level:	RA Level 3
Salary range:	\$70,000 - \$75,000 per annum plus superannuation
Term:	Full-time or part-time, fixed-term until 30 June 2024
Reviewed:	October 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

As a member of the Reconciliation Action Plan (RAP) team you will collaborate closely with new and existing RAP partners to ensure organisations are prepared for success in the early stages of their RAP journey. The role supports the efficient and effective development of Reflect and Innovate RAPs and will contribute to internal projects within the organisation, refining the outcome and impact of the RAP Program.

DUTIES

Stakeholder Engagement	<ul style="list-style-type: none"> • With support from the RAP Program Manager (Development & Outreach), 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 innovating projects. • Support the successful development and implementation of RAPs by providing customised insights and practicable recommendations to RAP partners based on their reconciliation goals. • Support outreach activities to engage Aboriginal and Torres Strait Islander organisations and stakeholders to create informative RAPs and work collaboratively with Reconciliation Australia. • Identify and respond to RAP partner priorities in a proactive and customer focused way.
Manage Portfolio	<ul style="list-style-type: none"> • Under the supervision of the RAP Program Manager (Development & Outreach), provide detailed guidance on the development and implementation of RAPs in assigned portfolio(s). • Deliver presentations and participate in the promotion and management of events to increase the

	<p>network and engagement of RAP partners and organisations.</p> <ul style="list-style-type: none"> • Deliver seamless, customer-focused service, supported by a commitment to simplified and efficient processes and maintaining effective record and database management to a high standard.
RAP Program Improvements	<ul style="list-style-type: none"> • Assist the RAP Program Manager (Development & Outreach) in the delivery of projects to support the strategic direction of the program. • Identify opportunities to improve processes to deliver outcomes.
Other	<ul style="list-style-type: none"> • Undertake other tasks as directed by the General Manager, RAP Program and the RAP Program Manager (Development & Outreach).

SELECTION CRITERIA

Essential:

1. High level of understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and issues, and demonstrated ability to engage key Aboriginal and Torres Strait Islander stakeholders in the work of Reconciliation Australia.
2. Demonstrated ability to liaise effectively and build productive relationships with a wide range of stakeholders including government, corporate, small to medium businesses, sport, education and not-for-profit sectors.
3. Demonstrated analytical and problem-solving skills.
4. Proven time management and organisational skills to successfully meet deadlines in a fast-paced environment.
5. Excellent written and oral communications skills, including the ability to present in public forums.
6. Demonstrated interpersonal skills with an ability to work collaboratively in a team environment.
7. Strong stakeholder management skills demonstrated by experience in a customer service or similar role.

Desirable:

1. Consulting or professional experience working within the corporate, government, education and not-for-profit sectors.
2. Demonstrated knowledge and experience with one or more of the following topics relevant to the development and implementation of Reconciliation Action Plans: Aboriginal and Torres Strait Islander employment, training and retention strategies; Aboriginal and Torres Strait Islander procurement; and employee engagement including cultural competency.