

### POSITION DESCRIPTION

<b>Job title:</b>	Senior Officer, RAP Community – Narragunnawali Program
<b>Reporting to</b>	Manager, RAP Community – Narragunnawali Program
<b>Classification level:</b>	RA Level 4
<b>Salary range:</b>	\$87,000 – \$97,000 per annum plus superannuation (inclusive of 17.5% leave loading)
<b>Term:</b>	Permanent

### ORGANISATION 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's **Narragunnawali: Reconciliation in Education** program has resources and tools for schools and early learning services to actively contribute to the reconciliation movement. Through the Narragunnawali online platform, schools and early learning services can develop a Reconciliation Action Plan (RAP), and teachers and educators can access professional learning and curriculum resources to support the implementation of reconciliation initiatives.

Narragunnawali (pronounced narra-gunna-wally) is a word from the language of the Ngunnawal people meaning alive, wellbeing, coming together and peace. We pay our respects and thank the United Ngunnawal Elders Council for giving us permission to use the word narragunnawali.

### POSITION PURPOSE

The Senior Officer, RAP Community supports the development and implementation of Narragunnawali RAPs with a focus on professional learning. Key priority areas of the role are to:

- work in collaboration with the Manager, RAP Community on Narragunnawali RAP development and review processes
- work in collaboration with the Manager, Professional Learning to facilitate online and in-person learning opportunities for teachers, educators and other professionals about Narragunnawali RAPs and reconciliation
- identify outreach and impact opportunities that increase and deepen school and early learning engagement with the Narragunnawali program and reconciliation more broadly.

This position reports to the Manager, RAP Community.

### DUTIES

Narragunnawali RAP development and review processes	<ul style="list-style-type: none"> <li>• Support the ongoing review and revision of Narragunnawali platform content and messaging about RAPs.</li> <li>• Identify opportunities to enhance the technical and operational processes for RAP development and reviews.</li> </ul>
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Professional Learning about Narragunnawali RAPs	<ul style="list-style-type: none"> <li>• Design, implement and deliver online and in-person professional learning opportunities for teachers, educators and other stakeholders about Narragunnawali RAP processes, expectations and opportunities.</li> </ul>
RAP Outreach and Impact	<ul style="list-style-type: none"> <li>• Monitor and analyse data around breadth and depth of school and service engagement with Narragunnawali RAPs to support program development and inform strategic priorities.</li> <li>• Work with the Senior Officer, Education Partnerships to build the capacity of education and training sector organisations (including but not limited to RISE RAP partners) to in turn support schools and early learning services to develop Narragunnawali RAPs and engage in reconciliation.</li> <li>• Develop resources that communicate the benefits and impacts of RAPs to schools, early learning services and other education sector organisations, including how they align to existing frameworks and professional requirements.</li> </ul>
General	<ul style="list-style-type: none"> <li>• Represent Reconciliation Australia in public forums.</li> <li>• Field public enquiries and provide support to Narragunnawali community.</li> <li>• Identify opportunities for strategic collaboration within the Narragunnawali team and with other teams across Reconciliation Australia.</li> <li>• Prepare internal and external reporting, correspondence and briefs.</li> <li>• Contribute to the strategic direction of the Narragunnawali program by initiating ideas for program development and growth.</li> <li>• Undertake other tasks as directed by program Managers.</li> </ul>

## **SELECTION CRITERIA**

### **Essential**

1. High level understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and the reconciliation movement.
2. Demonstrated experience delivering professional learning opportunities for teachers and educators within early learning and/or primary and/or secondary school and/or tertiary settings.
3. Knowledge of and/or experience with the Narragunnawali: Reconciliation in Education program and the platform's RAP Framework, resources and tools.
4. Demonstrated ability to build and maintain relationships and strategic alliances with a wide range of stakeholders including Aboriginal and Torres Strait Islander peoples and organisations, and government, corporate and not-for-profit sectors.
5. Proven project management and organisational skills and demonstrated ability to deliver program outcomes on time and to a high standard.
6. High level understanding of Aboriginal and Torres Strait Islander content as per school and early learning frameworks (Australian Curriculum, Early Years Learning Framework, AITSL and ACECQA standards).

7. Excellent interpersonal, written and oral communications skills, including the ability to represent an organisation in public forums.
8. Ability to work both independently and collaboratively in a team environment and with other units within an organisation.

**Desirable:**

1. Australian teaching qualification and experience in early learning, primary or secondary schools.
2. Experience implementing system-wide curriculum and/or professional learning resources.
3. Possession of a Working with Children Check or the ability to be eligible to acquire one.
4. Willingness to travel, while representing Reconciliation Australia, with a current driver's licence.