

POSITION DESCRIPTION

Job title:	Senior Officer, Learning and Resource Development, Community Truth-telling Pathways
Reporting to:	Manager, Research and Development, Community Truth-telling Pathways
Classification level:	RA4
Salary range:	\$87,000 - \$94,000
Term:	Full-time, ongoing
Location:	Sydney (preferred, but potentially negotiable)
Reviewed:	August 2025

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.

Community Truth Telling Pathways (CTTP) is Reconciliation Australia's newest program. It aims to advance a culture of truth-telling in communities across Australia that is Aboriginal and Torres Strait Islander led, place-based, strengths focused and action oriented.

The CTTP program promotes the importance of community truth-telling to Australia's reconciliation journey by providing practical information and resources to support good practices and undertaking learning partnerships with communities undertaking truth-telling.

POSITION PURPOSE

Under the direction of the Manager, Research and Development, the Senior Officer, Learning and Resource Development, will support resource development, research and program evaluation within the Community Truth-telling Pathways program.

The role will also work closely with the Community Engagement stream of the Community Truth-telling Pathways team and Senior Communications Officer in the Communications team to support the delivery of program objectives.

DUTIES	
Strategic Direction	<ul style="list-style-type: none"> • Support the identification and development of resources needed by communities undertaking truth-telling, including in collaboration with subject matter experts • Support CTPP developmental evaluation processes, including collecting and analysing data and managing and updating existing databases, undertaking field research, reporting findings. • Support the development and maintenance of respectful relationships and partnerships with Aboriginal and Torres Strait Islander stakeholders and academics.
Project Support	<ul style="list-style-type: none"> • Assist with the development and maintenance of the CTPP resource hub • Regularly undertake background desk-based research • Periodically undertake on the ground research including focus groups, surveys and semi-structured interviews. • Support the design and implementation of developmental evaluation activities with Partner Communities • Prepare regular reports on resource development and program evaluation. • Support the Manager, Research and Development, and Senior Manager within the Community Truth-telling Pathways as required with the development of internal team and administrative processes. • Contribute to respectful and collaborative team culture which embodies organisational values • Work collaboratively with other areas of Reconciliation Australia, to support and deliver the Community Truth-telling program including to: <ul style="list-style-type: none"> ○ effectively communicate and disseminate resources ○ develop the truth-telling support capacity of other programs at Reconciliation Australia, including RAPs and Narragunnawali
Stakeholder engagement and communication	<ul style="list-style-type: none"> • Engage, build and maintain effective relationships with Aboriginal and Torres Strait Islander leaders, individuals and organisations. • Support the building of communities of practice for communities, resource developers and researchers active in the truth-telling space
Other	<ul style="list-style-type: none"> • Undertake other tasks as directed by the General Manager - Community Impact and program Senior Manager CTPP.

SELECTION CRITERIA

Essential:

1. Deep understanding of Australia's colonisation history and its impact on First Nations people and race relations.
2. Understanding of and ability to work in a culturally safe way with Aboriginal and Torres Strait Islander people and communities.
3. Strong understanding and/or experience in ethical research with Aboriginal and Torres Strait Islander peoples and communities – including facilitation of focus groups and interviews.
4. Experience in developing dynamic community information resources for diverse audiences, including Aboriginal and Torres Strait Islander peoples.
5. High level written and oral communication skills including the ability to present and communicate concepts clearly and concisely.
6. Ability to convey information and concepts graphically and creatively for visual learners
7. Demonstrated online and desk-based background research skills
8. Ability to work in a team environment and collaboratively with other teams across Reconciliation Australia.
9. Ability to take initiative and to prioritise work across a range of projects and meet deadlines.

Desirable:

10. Experience in monitoring and evaluation design, implementation and reporting
11. Experience in qualitative data analysis and reporting