

POSITION DESCRIPTION

Job title:	Senior Officer – Reconciliation Action Plan Program (Impact)
Reporting to:	RAP Program Manager (Outreach & Impact)
Classification level:	RA Level 4
Salary range:	\$90,000 - \$94,000 per annum plus superannuation (inclusive of 17.5% leave loading)
Term:	Full-Time Ongoing
Reviewed:	February 2026

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

The Senior Officer (Impact) works closely with the RAP Program Manager (Outreach and Impact) to broaden and deepen engagement with the RAP network and enhance the impact of the program. The role contributes to effective collaboration with a range of stakeholders, engaging new and existing RAP partners and encouraging organisations from high priority sectors to join the network. The role will support organisations to participate and meet their reporting and accountability commitments through annual reporting tools. There is also a focus on analysing and interpreting data from key research and evaluation mechanisms, such as the Workplace RAP Barometer.

DUTIES

Stakeholder Engagement	<ul style="list-style-type: none"> • With support from the RAP Program Manager (Outreach and Impact), build and maintain effective ongoing relationships with key stakeholders and partners across all levels of government, corporate, education & training and not-for-profit sectors, closely collaborating on challenging and innovative projects. • Implement a targeted outreach plan to increase participation in the RAP Impact Survey and Workplace RAP Barometer. • Actively engage Aboriginal and Torres Strait Islander stakeholders to ensure RAPs are aligned with and delivering on their priorities.
RAP Development and Implementation	<ul style="list-style-type: none"> • Manage a diverse portfolio of leading RAP partners. • Identify high priority organisations within the RAP network and understand the strengths and challenges experienced by organisations. • Support the successful implementation of RAPs by providing strategic insights and feedback to enhance impact.

DUTIES	
	<ul style="list-style-type: none"> • Participate and support Reconciliation Industry Network Groups (RINGS) in assigned portfolios. • Monitor key reconciliation issues, trends and risks within assigned portfolio(s). • Deliver presentations and participate in the promotion and management of events to increase the network and engagement of RAP partners and organisations. • Maintain effective record and database management.
Outreach and Impact Projects	<ul style="list-style-type: none"> • Coordinate targeted communications to encourage organisations with a RAP to complete their annual reporting commitments. • Support the build and management of the annual reporting tool and questionnaire. • Contribute strategic insights into the improvement of reporting processes. • Lead the analysis of data received through the RAP Impact Survey and Workplace RAP Barometer.
RAP Program Improvements	<ul style="list-style-type: none"> • Assist the General Manager, Senior Managers and Program Managers with the strategic direction for the team by organising workflow, sharing resources and initiating ideas for business development. • Deliver seamless customer focused service supported by simplified and efficient processes. • Identify opportunities to improve processes deliver on outreach and impact activities. • Contribute to projects focused on deepening engagement with the RAP network and First Nations stakeholders.
Support RAP Officers	<ul style="list-style-type: none"> • Provide leadership and mentoring to junior staff in the RAP team.
Other	<ul style="list-style-type: none"> • Undertake other tasks as directed by the General Manager, RAP Program.

SELECTION CRITERIA:
<p>Essential:</p> <ol style="list-style-type: none"> 1. High level of understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and matters, and demonstrated ability to engage key Aboriginal and Torres Strait Islander stakeholders in the work of Reconciliation Australia. 2. Excellent written and verbal stakeholder engagement skills with ability to communicate clearly and sensitively with First Nations stakeholders, senior leaders, and other RAP stakeholders. 3. Proven project management and organisational skills and ability to work with other staff to deliver results in a fast-paced environment. 4. Capacity to utilise a variety of software platforms to efficiently manage projects and facilitate effective communication with team members across diverse geographical locations.

5. Demonstrated interpersonal skills with an ability to work co-operatively in a team environment and build a positive team culture.
6. Demonstrated ability to liaise effectively and build productive relationships with a wide range of stakeholders including government, corporate, sport, education and not-for-profit sectors.

Desirable:

7. Experience working with applications that support efficient project management such as SurveyMonkey, JotForm, Asana or similar.
8. Experience in data analysis.
9. Demonstrated knowledge and experience with topics relevant to the development and implementation of Reconciliation Action Plans, including but not limited to, Aboriginal and Torres Strait Islander employment, training, and retention strategies; Aboriginal and Torres Strait Islander procurement; and employee engagement including cultural competency.