

## POSITION DESCRIPTION

<b>Job title:</b>	Manager, Learning and Development
<b>Reporting to</b>	Senior Manager – Strategy and Impact, Narragunnawali
<b>Classification level:</b>	RA level 5
<b>Term:</b>	Permanent

### 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 an Australia that embraces our shared histories and honours the unique cultures, rights and aspirations of Aboriginal and Torres Strait Islander peoples

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. It means 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

As Manager, Learning and Development in the Narragunnawali program team, you are a key leader in growing the program's impact, with a particular focus on building teachers', educators' and sector partners' knowledge, confidence and capacity to support reconciliation across education settings. You are responsible for delivering business-critical projects including, but not limited to, high-quality online and in-person workshops and events to enable deeper and sustained program engagement, as well as to contribute to the program's financial resilience. Working in partnership with the Narragunnawali General Manager and Senior Manager, as well as the Manager, RAP Community, you will proactively contribute to the program's strategic direction and support the team to deliver priorities and outcomes to a consistently high standard.

### DUTIES

Leadership	<ul style="list-style-type: none"> <li>• Provide leadership and mentoring to staff in the Narragunnawali team, and work with the other Managers across the organisation to promote a culture of growth and collaboration.</li> <li>• Manage direct reports as required.</li> </ul>
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## DUTIES

Strategy and Operations	<ul style="list-style-type: none"><li>• Oversee the design and delivery of strategic objectives and aligned projects for the Narragunnawali program's Learning and Development stream.</li><li>• Assist the Management cohort with addressing wider strategic priorities and operational processes for the Narragunnawali team, organising workflow, identifying and achieving milestones and initiating ideas for program development.</li><li>• Support the Narragunnawali team to deliver program outputs and activities to a high standard.</li><li>• Contribute to the implementation of strategic initiatives aligned to the Lifelong Reconciliation Learning pillar within Reconciliation Australia's organisation-wide strategic plan.</li></ul>
Event management	<ul style="list-style-type: none"><li>• Lead the development and delivery of a diverse array of events (including webinars, workshops, and larger events) to deepen engagement with the Narragunnawali program, and with wider reconciliation learning.</li><li>• Identify other opportunities to support the Narragunnawali community to network and engage in peer-to-peer learning.</li></ul>
Stakeholder engagement, communications and collaborations	<ul style="list-style-type: none"><li>• Build and maintain effective relationships with key stakeholders and partnerships across the education ecosystem including Aboriginal and Torres Strait Islander education bodies, Government, Catholic, Independent, and early learning sectors.</li><li>• Increase respectful and effective engagement between Reconciliation Australia, the Narragunnawali community, and Aboriginal and Torres Strait Islander peoples.</li><li>• Lead the development of Narragunnawali platform content and contribute to wider communications/collateral to ensure that messaging to stakeholders reflects currency and sustainability; cultural responsiveness; and conduciveness to effective learning facilitation.</li><li>• Assess and, where appropriate, proactively respond to opportunities to engage in reconciliation resource development/review processes with external providers.</li></ul>
General	<ul style="list-style-type: none"><li>• Field public enquiries and provide support to Narragunnawali community.</li><li>• Prepare internal reporting, correspondence and briefs.</li><li>• Represent Reconciliation Australia in public forums.</li></ul>
Other	<ul style="list-style-type: none"><li>• Undertake other tasks or projects as directed by the General Manager, Narragunnawali.</li></ul>

## **SELECTION CRITERIA**

### **Essential**

1. High level understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and the reconciliation movement.
2. Australian teaching qualification and/or experience in early learning, primary or secondary school settings.
3. High level understanding of the professional expectations and learning needs of teachers and educators in relation to national frameworks and standards relating to reconciliation, as per the Australian Curriculum, Early Years Learning Framework, Professional Standards for Teachers and Approved Learning Frameworks.
4. Demonstrated experience developing and delivering high-quality professional learning opportunities for teachers and educators.
5. Demonstrated ability to build and maintain relationships and strategic partnerships and alliances with a wide range of stakeholders including Aboriginal and Torres Strait Islander people and organisations, Government, corporate and not-for-profit sectors.
6. Proven people management and organisational skills and demonstrated ability to support a team to deliver program outcomes on time and to a high standard.
7. Excellent interpersonal, written and oral communications skills, including the ability to represent an organisation in public forums.
8. Ability to work co-operatively in a team environment and collaboratively across an organisation.
9. Commitment and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.

### **Desirable**

10. Experience utilising Narragunnawali curriculum or professional learning resources, and/or developing and implementing a Reconciliation Action Plan (RAP).
11. Possession of a Working with Children Check or the ability to be eligible to acquire one.
12. Current driver's licence and willingness to travel while representing Reconciliation Australia.