

POSITION DESCRIPTION

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| Job title: | RAP Program Manager (Stakeholder Engagement) |
| Reporting to | General Manager RAP Program |
| Classification level: | RA Level 4.B |
| Salary range: | \$80,000 - \$90,000 per annum plus superannuation |
| Term | Full-time fixed-term until 30 June 2023 |

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 the Program Manager (Stakeholder Engagement) of the Reconciliation Action Plan (RAP) team you will demonstrate energy and vision as you manage our engagement with Aboriginal and Torres Strait Islander stakeholder organisations and play an integral role in high profile issue management with leading RAP partners.

You will collaborate with existing partners and broaden our engagement with Aboriginal and Torres Strait Islander stakeholder organisations. You will lead internal projects within the organisation, especially projects focused on managing sensitive engagement with RAP partners that encounter high profile issues impacting Aboriginal and Torres Strait Islander stakeholders.

This is an identified position. Knowledge and understanding of issues affecting Aboriginal and Torres Strait Islander peoples is required. Reconciliation Australia strongly encourages Aboriginal and Torres Strait Islander applicants.

DUTIES

Stakeholder Engagement

- Actively engage Aboriginal and Torres Strait Islander organisations and stakeholders to create high impact RAPs.
- Increase engagement between Reconciliation Australia, the RAP leadership cohort (Elevate and Stretch RAP partners), and Aboriginal and Torres Strait Islander peoples, especially on prominent issues of national importance (e.g. Uluru Statement from the Heart).
- Manage internal and external efforts to increase quality of RAPs developed by Stretch and Elevate partners, including consultation efforts to gather input from Aboriginal and Torres Strait Islander stakeholders to define RAP leadership projects most aligned with the aspirations of First Nations communities.
- Build and maintain effective ongoing relationships with key stakeholders and partners across all levels of government,

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| | <p>corporate, sport, education & training and not-for-profit sectors, closely collaborating on challenging and innovative projects.</p> <ul style="list-style-type: none"> • Support the successful implementation of RAPs by providing training and support with customised insights and practicable recommendations to RAP partners based on their reconciliation goals. |
| Manages Portfolio | <ul style="list-style-type: none"> • Deliver presentations and participate in the promotion and management of events to increase the network and engagement of RAP partners and organisations. • Develop and execute engagement plans to include the perspectives of high impact stakeholders that are not currently engaged with the RAP network. • Maintain effective record and database management. |
| RA Program Improvements | <ul style="list-style-type: none"> • Assist the General Manager with the strategic direction for the team as a whole by organising work flow, sharing resources and initiating ideas for business development. • Deliver seamless customer focused service supported by simplified and efficient processes. • Identify continuous improvement strategies. |
| Support RAP Officers | <ul style="list-style-type: none"> • Provide leadership and mentoring to all staff in the RAP team. |
| Other | <ul style="list-style-type: none"> • Undertake reasonable additional duties as directed by the General Manager, RAP Program. |

SELECTION CRITERIA:

Essential

1. Demonstrated understanding and awareness of the issues affecting Aboriginal and Torres Strait Islander peoples, including the ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.
2. Proven management experience with demonstrated capacity to manage a small team in a high performance environment.
3. Proven ability to lead and promote a positive and professional team culture.
4. Proven program management experience and demonstrated ability to deliver program outcomes on time and to a high standard.
5. Excellent communication skills, including the ability to regularly represent Reconciliation Australia in a range of public forums.
6. Experience in working closely with organisations from the corporate, not for profit and government sectors.

Desirable:

7. Experience with direct engagement with Aboriginal and Torres Strait Islander stakeholder organisations, especially on sensitive/high profile issues.
8. Tertiary qualifications in a relevant discipline.