

ROLE PURPOSE

Role Title: Senior RAP Implementation Advisor

Division: Business Operations

Location: Flexible across Sydney or Melbourne regions

Date: October 2024

Employment type: Full time or part time with flexible work arrangement

Reports to: LGRC Director

Number of direct reports: Nil

Leadership Band: Leads Self

Purpose of the role:

The Foundation has a strong commitment to upholding the rights of Aboriginal and Torres Strait Islander Peoples to sight, good health and self-determination. Reconciliation is core to our work in Australia and the RAP Implementation Manager plays a pivotal role in leading and driving our commitments, through implementation of The Foundation's Reconciliation Action Plan. This role is responsible for delivering organisation-wide initiatives to embed reconciliation as core business and implement key reconciliation strategies, policies and programs to support better outcomes. The RAP Implementation Manager reports to The Foundation's Executive Leadership Team and collaborates closely with various stakeholders, including Aboriginal and Torres Strait Islander employees, leaders and external partners.

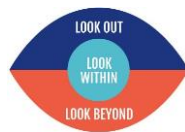
The **Senior RAP Implementation Advisor will own the outcomes of:**

- 1. Strategic Planning:** Develop and refine the strategic direction for implementing the RAP, aligning with the organisation's goals and objectives, and integrating reconciliation initiatives into all aspects of our operations.
- 2. Project Management:** Develop and oversee a comprehensive project management framework to effectively implement RAP initiatives across the organisation. This includes establishing clear timelines, deliverables, and performance indicators; monitoring progress; identifying risks and proactively implementing mitigation strategies.
- 3. Stakeholder Engagement:** Foster strong relationships and collaborate with internal and external stakeholders to drive reconciliation efforts. This includes helping teams engage with key FHF stakeholders including supporters, corporates, partners, to deliver on the goals of the RAP through events, campaigns, collaborations and other initiatives. Engage meaningfully with Aboriginal and Torres Strait Islander staff, leaders and external partners to ensure alignment, shared goals and inclusivity.
- 4. Policy and Program Development:** Work closely with teams across the organisation to ensure policies, guidelines, and programs support the implementation of reconciliation strategies and initiatives. Ensure these policies and programs are consistent with best practices, legal requirements and cultural sensitivities.
- 5. Communication and Education:** Develop and implement communication plans to raise awareness, understanding and support for the RAP. Share and disseminate information to increase engagement by staff, and leadership, in reconciliation and other educational programs to increase cultural responsiveness.
- 6. Monitoring and Reporting:** Establish a robust monitoring and reporting framework to track the progress, outcomes, and impact of reconciliation initiatives, that reflect the perspectives and aspirations of Aboriginal and Torres Strait Islander staff and stakeholders. Provide regular reports to senior leadership, the board, and other relevant stakeholders, highlighting achievements, challenges, and recommendations for improvement.
- 7. Continuous Improvement:** Continuously assess the effectiveness of the RAP implementation in consultation with Aboriginal and Torres Strait Islander staff and identify opportunities for improvement. Stay abreast of industry trends, best practices and emerging issues related to reconciliation to ensure the organisation remains at the forefront of reconciliation efforts.

Our Capabilities:

As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.



Essential Experience:

- Strong understanding of reconciliation, Aboriginal and Torres Strait Islander history, cultures, and the current political and social landscape affecting Aboriginal and Torres Strait Islander people.
- Proven experience in project management and leading organisational change initiatives.
- Excellent communication and interpersonal skills to engage and collaborate with diverse stakeholders.
- Strategic thinking and the ability to translate vision into actionable plans.
- Cultural sensitivity, empathy, and respect for Indigenous cultures and perspectives.
- Ability to navigate complex organisational structures and influence stakeholders at various levels.
- Strong analytical and problem-solving skills, with a focus on data-driven decision-making.
- Experience in monitoring and evaluation, including outcome measurement and reporting.
- Relevant qualifications in Indigenous studies, social sciences, project management, or related fields are advantageous.
- Experience using MS Office Suite

Skills:

- Excellent written and verbal communications skills with a demonstrated ability to develop successful grants, project development with KPI's
- Excellent interpersonal skills with a high level of successful stakeholder engagement demonstrating key measurables and outcomes
- Excellent organisational and time-management skills, including the ability to work under pressure and meet tight deadlines
- Excellent ability to meet and manage internal and external stakeholder requirements

Desirable Experience:

- Knowledge and understanding of institutional racism and anti-racism strategies.
- Knowledge of policies and frameworks related to Indigenous reconciliation and engagement, including cultural protocols
- Experience working in the NGO sector
- Relevant qualifications in Indigenous studies, social sciences, project management, or related fields are advantageous.

Qualifications:

Bachelor's degree or equivalent experience.

Travel:

Domestic (as required)

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect
This position does involve "Working with Children" either direct or indirect.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

To work in The Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children