



Reconciliation South Australia Incorporated

Reconciliation Network Coordinator, Position Description

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| Summary: | Reconciliation SA is a community based, not-for-profit organisation that aims to advance reconciliation across South Australia. |
| Salary: | 1 FTE salary based upon \$72,135 p.a. (12 month contract, options for longer). |
| Location: | Level 1, 24 Pitt Street, ADELAIDE SA 5000 |
| Reports To: | The CEO of Reconciliation SA |

Vision

We strive for a reconciled and just South Australia. We believe at the heart of reconciliation is respectful relationships and understanding between First Nations peoples and the broader community. We must be bold, brave, and courageous.

Commitment to the Principles and Practice of:

- Reconciliation
- Leadership
- Diversity
- Equal Opportunity
- Occupational Health, Safety and Welfare
- Quality Management

Key Outcomes

This role has been created to:

1. Contribute to the promotion of events, programs, activities and relationships that are aligned to Reconciliation SA's Strategic Plan and its relationship with local government across South Australia.
2. Support and facilitate the operation of the Local Government Reconciliation Industry Network Group (LG RING) and ongoing support for the Local Government Association of South Australia (LGA) and South Australian councils in the development and implementation of Reconciliation Action Plans (RAPs) and the Reconciliation movement.
3. Support and facilitate engagement of South Australian councils in the reconciliation movement.
4. Work closely with LGA and councils to encourage Aboriginal and Torres Strait Islander South Australians to vote in local government elections and to consider nominating as Elected Members to councils.

Key Responsibilities

Relationship management

- engage and work closely with appropriate South Australian First Nation stakeholders, to ensure that the work undertaken is mindful and respectful of First Nations people's rights and cultural interests and recognises the value of their time.
- engage and work closely with non-Aboriginal and Torres Strait Islander organisations to support their understanding, engagement, and participation in the Reconciliation movement and Reconciliation SA.
- develop and maintain relationships with a broad range of stakeholders and partners, focussing on local governments and the Local Government Association to support their understanding, engagement, and participation in the Reconciliation movement and Reconciliation SA.

- respond Reconciliation and RAP partners in a proactive and customer focused way, including recognising opportunities to improve member focused service.
- identify complex risks and issues associated with the delivery of Reconciliation SA's initiatives and Strategic Plan and developing effective management strategies in a timely and appropriate manner.

Project Management

- develop and coordinate a range of complex projects including research to support the efficient operation and strategic direction of Reconciliation SA in its interactions with local government.
- coordinate and support the Local Government Reconciliation Industry Network Group (LG RING).
- proactively engage with local governments and the LGA to support their RAPs and Reconciliation engagement.
- support engagement of First Nation communities in the local government election processes.
- support the engagement of First Nation communities to consider nominating as Elected Members to councils.
- growing the support base of Reconciliation SA through its membership program, reconciliation partnership program and services.

Leadership

- provide leadership to and coordinate LG RING partnership between LGA and Reconciliation SA
- prepare and deliver presentations and assist in managing events and activities to support Reconciliation, LG RING and RAP partners.
- participate in and provide support to a range of relevant workings groups, committees and meetings for the advancement of Reconciliation SA activities, including presentations of information and content to large groups.
- provide tailored insights and realistic/relevant recommendations to support RAP partners to successfully implement RAPs their actions and deliverables.
- prepare high level documentation including briefings, policy analysis, presentations, reports for the LG RING and other network opportunities.
- contribute to the delivery and maintenance of effective programs across Reconciliation SA work

Person Specification

- Demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples, including a sound knowledge and understanding of historical experiences and the impacts this has upon Aboriginal communities in contemporary society.
- Demonstrated knowledge of the Reconciliation movement across SA and nationally.
- Demonstrated knowledge of SA local government structures and operations.
- Proven experience in leading, developing, implementing and evaluating initiatives and facilitate effective engagement strategies with a broad range of stakeholders.
- Demonstrated project management and policy development experience, including sound investigative, analytical, research and problem solving skills.
- Proven ability to apply a high level of verbal and written communication to a standard of publication or presentation in a public forum.
- Demonstrated commitment to a high standard of professionalism in a high-pressure environment, managing deadlines and competing demands.
- Proven ability to problem solve and work with limited supervision, high organisations skills, determine work priorities, meet required timelines, achieve agreed outcomes and work co-operatively as part of a team.
- Confidence in dealing with periods of high intensity workload, with rapidly changing priorities, when meeting timelines

- Proven computer proficiency and keyboard skills using office suite of applications (such as Microsoft Office products) with a high degree of accuracy, presentation and format.
- Sound knowledge of administrative, records management, human resources and financial policies, practices and procedures
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment
- If required, have the relevant requirements for working with vulnerable people, including children.

Key Relationships/Interactions

Direct working relationships:

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| CEO, Reconciliation SA | Local Council Elected Members |
| CEO, Local Government Association | Local Council staff representatives |
| Internal, local government staff | |
| Internal Reconciliation SA staff | |

External working relationships:

Aboriginal community groups and key contacts, Reconciliation Australia, other Reconciliation bodies, local councils, government departments, non-government organisations, corporate bodies, and charities.

Special Conditions

- The appointment is subject to the successful completion of a 3-month probationary period with probationary review meetings being conducted in the first 3 months and six months of employment.
- The incumbent is expected to work in a manner consistent with all relevant state and federal legislation and the Reconciliation SA Code of Conduct.
- Engagement in this role may be subject to a satisfactory criminal history check and working with children check.
- Travel in regional and remote South Australia will be required.
- Some out of hours' work will be required.
- Possession of a current driver's licence is essential.

Reconciliation SA is an Equal Opportunity Employer

We celebrate diversity and are committed to creating an inclusive environment to all employees

First Nations people are strongly encouraged to apply

Signed: -



Shona Reid
CEO, Reconciliation SA

Dated: - 09 / 08 / 2021