

Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	Reconciliation Action Plan Engagement Officer
Division:	CEO Office/Board
Reports to:	Matrix Reporting CEO & RAP nominated Executive TBA
Position Purpose:	The purpose of this role is to facilitate change and drive the implementation of Mission Australia's Reconciliation Action Plan (currently to RAP June 2019) and ensure the initiatives listed in our two-year plan are being fulfilled.

Position Requirements (What are the key activities for the role?)

Key Result Area 1	Implementation of RAP
<p>Key tasks</p> <ul style="list-style-type: none"> To ensure the effective implementation of MA's RAP. Work with each person responsible for Actions and Deliverables Act as a central point of contact and coordination for all RAP commitments Facilitate the RAP Reference Group and Steering Committee meetings Maintain all implementation documentation, such as the RAP Commitments Tracking Register and key Risk/Project Management registers 	<p>Position holder is successful when</p> <ul style="list-style-type: none"> Mission Australia's Reconciliation Action Plan is implemented in accordance with commitments made and agreed schedule. Stakeholders are kept informed through transparent reporting, communication and project management throughout the implementation. Ensure RAP Reference Group meets bi monthly (and no less than 4 times per calendar year) Documentation is maintained as per the agreed methodology and circulated quarterly

	<ul style="list-style-type: none"> • Ensure the Steering Committee meets no less than 4 times per calendar year (ideally bi monthly)
Key Result Area 2	Organisational Reporting and Assurance
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Monitor implementation of commitments • Provide ‘pulse checks’, updates and recommendations • All risk registers and project management documentation is maintained • External reporting to agencies (e.g. Reconciliation Australia) is maintained • Monitor and evaluate ‘Actions’ and ‘Deliverables’ contained within RAP and recommend and encourage improvements to ensure ongoing success. • Manage all aspects of budget • Preparation of subsequent RAP documents in year 2 of implementation 	<ul style="list-style-type: none"> • Quarterly reporting to Executive Committee, tracking of commitments achieved/delayed and deferred. • Regulatory reporting completed as required • Adherence to the risk and assurance framework • Adherence to the project management methodology • Highlight in advance if commitments are at risk or forecast to exceed tolerance for time/\$/resources • RAP budget is effectively managed. • Provide regular reporting as requested. • Minutes/actions/agendas and supporting documentation is prepared, maintained and circulated as per agreed timetable
Key Result Area 3	Stakeholder Engagement
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Ensure consultation with internal/external stakeholders to deliver RAP • Equip staff as they authentically support the implementation of RAP • Maintain ongoing communication with the CEO, Executive team and project stakeholders to inform and update current initiatives. • Facilitate change across by bringing various stakeholders together to navigate sharing of information • Engage the RAP Reference Group and Reconciliation Australia 	<ul style="list-style-type: none"> • Staff are supportive and engaged with RAP • Build awareness and communicate the organisational commitment and value of the RAP across all Business Units • Work with manager, key leaders and specialists to drive local ownership and embed outcomes • Work with Senior Management and the Executive Team to highlight any areas of risk and identify solutions to mitigate • Stakeholders are kept informed of progress, any issues and next steps
Key Result Area 4	Organisational Change
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Work with Internal Communication team to promote RAP to staff. • Prepare regular communication updates on behalf of the Sponsor and key stakeholders • The principles of the RAP are demonstrated through all RAP activities 	<ul style="list-style-type: none"> • The organisation is actively participating in the implementation of RAP Commitments • Commitments are embedded as part of local practice and become ‘business as usual’ • Promoting a culturally safe workplace for Aboriginal and Torres Strait Islander staff • Open and transparent dialogue is encouraged

<ul style="list-style-type: none">• Change management plans are developed	<ul style="list-style-type: none">• One voice does not represent the views of many, staff are encouraged to participate in the shaping of policy and practice
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Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Knowledge and understanding of the historical and contemporary issues affecting Aboriginal and Torres Strait Islander people.
- Significant experience or engagement with Aboriginal and Torres Strait Island people or communities.
- Experienced project management, risk and assurance
- Able to work independently while managing a diverse workload and prioritising effectively to ensure successful results.
- Desirable - A tertiary qualification or experience in human services, project management or a human services related discipline.

Key challenges of the role

- Able to facilitate challenging discussion and navigate through ambiguous situations

- Maintaining momentum overtime to ensure delivery of commitments
- Working with limited budget and resource
- Working across a complex national organisation; with presence across Australia to see effective implementation of MA's RAP.

Compliance checks required

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| Working with Children | <input type="checkbox"/> | |
| National Police Check | <input type="checkbox"/> | |
| Vulnerable People Check | <input type="checkbox"/> | |
| Drivers Licence | <input type="checkbox"/> | |
| Other (prescribe) | <input type="checkbox"/> | _____ |

Approval

Paul Molyneux
National Chaplain

May 2018