

Reconciliation Action Plan (RAP) Implementation Officer

Position Description

Directorate	Community and Environmental Services	Department	Community Services, Sport and Recreation
Reports To	Principal Community Planning and Policy Officer	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 5

Position Purpose

To support the effective implementation Council's Reconciliation Action Plan (RAP), including coordination, delivery and reporting of key initiatives.

Key Responsibilities and Outcomes

As a Reconciliation Action Plan (RAP) Implementation Officer you will:

- Work constructively with multi-disciplinary internal and external stakeholders to ensure the effective implementation of Council's RAP deliverables.
- Sensitively navigate a large, multi-disciplinary government organisation, acting within authority to positively influence policies and practices.
- Coordinate and facilitate Council's internal RAP Working Group, ensuring appropriate stakeholder representation and engagement.
- Develop and implement RAP reporting frameworks that ensure Council officers, Councillors, Reconciliation Australia and the community are updated regarding Council's progress and achievements through the RAP implementation.
- Prepare complex business documentation relevant to the role, including but not limited to Council reports, briefing notes and presentations.
- Undertake a comprehensive review of Council's RAP in the final six months of implementation and assist in the development of future RAPs as required.
- Lead the development and implementation of protocols and processes that strengthen Council's engagement with Aboriginal and Torres Strait Islander communities and staff.
- Maintain industry knowledge regarding national trends and contemporary reconciliation practices, and share across Council.
- Develop and implement stakeholder engagement activities across Council and communities that support the implementation of RAP initiatives.

Our Values

Our *values* shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

Budget

N/A

Delegations

Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Knowledge and understanding of contemporary reconciliation issues and practices.
- Demonstrated project management and policy implementation capability and experience.
- Well-developed skills in document management and business writing.
- Highly developed engagement and communication skills, with a demonstrated ability to inform and educate others, and form strong working partnerships.
- Proven ability to work independently while managing a diverse workload, and prioritising effectively to ensure successful results.
- Experience of navigating large government organisations and understanding of government processes and protocols.
- Highly developed interpersonal skills including experience working effectively with people from Aboriginal and Torres Strait Islander backgrounds.

Qualifications

- Tertiary qualification in a related field, or significant relevant professional experience.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.