

Mission Australia

About us:	<p>Mission Australia is a national Christian charity that has been helping vulnerable Australians move towards independence for over 160 years.</p> <p>We've learnt the ways for people to become more self-sufficient are different for everyone. This informs how we support people by combatting homelessness, assisting disadvantaged families and children, addressing mental health issues, fighting substance dependencies, and much more. Our team applies different approaches, alongside government, our corporate 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:	End homelessness and ensure people and communities in need can thrive.

Position Details:

Position Title:	P&C Project Coordinator - RAP
Award/Agreement:	Non-award
Executive Function:	People and Culture
Reports to:	P&C Continuous Improvement Manager
Position Purpose:	<p>As a member of the Continuous Improvement team, you will collaborate closely with the Reconciliation Action Plan (RAP) Coordinator, the RAP reference group, People and Culture teams and other key stakeholders across Mission Australia to implement the People & Culture specific areas of the Mission Australia RAP.</p> <p>The role will drive the development and implementation of defined initiatives that are pivotal to the successful implementation and embedding of Mission Australia's RAP.</p>

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

Key Result Area 1	Implementation of P&C RAP commitments
Key tasks	Position holder is successful when
<ul style="list-style-type: none">Lead the coordination and ensure the effective and timely implementation of P&C specific RAP initiatives including but not limited to:<ul style="list-style-type: none">Development of a cultural safety frameworkReview of current People and Culture policies and update	<ul style="list-style-type: none">People and Culture specific RAP initiatives are implemented within project timelineStaff from across P&C and the wider business have been consulted on the design and development of all workChanges have been communicated to the wider business

<p>existing/develop new policies in line with RAP requirements</p> <ul style="list-style-type: none"> ○ Review of current onboarding processes and ensure updates in line with RAP requirements ○ Lead the investigation and implementation of cultural awareness/anti-racism training for all staff ○ Refresh of various P&C strategies in line with requirements of RAP ○ Development of succession planning framework for current Aboriginal and Torres Strait Islander staff <ul style="list-style-type: none"> ● Act as a central point of contact and coordination for all P&C RAP commitments. ● Prepare regular communication updates on progress of project plan and milestones 	
Key Result Area 2	Stakeholder engagement
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> ● Consult with internal/external stakeholders as required, in particular with existing Aboriginal and Torres Strait Islander staff, to deliver P&C specific RAP initiatives ● Act as the key contact for all P&C RAP specific activity ● Maintain ongoing communication with the Continuous Improvement Manager and project stakeholders to inform and update current P&C initiatives ● Engage with the RAP Coordinator, RAP reference group and wider P&C team as required ● Act as the P&C representative for the RAP reference group, attend regular meetings as required 	<ul style="list-style-type: none"> ● Strong relationships are built and maintained with all key stakeholders ● Stakeholders are kept informed throughout implementation and review ● Risks and issues that may impact project deadlines are escalated to the Continuous Improvement Manager in a timely manner ● Mission Australia values and behaviours are demonstrated in all interactions
Key Result Area 3	Organisational change/communication
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> ● Work closely with the RAP Officer, RAP reference group and other stakeholders to ensure work completed is aligned with the RAP commitments ● Work with internal communications team to ensure the wider business is kept 	<ul style="list-style-type: none"> ● The organisation is kept up to date on progress of project and milestones reached ● Consultations are held as appropriate ● Subject matter experts are consulted throughout the project as appropriate

<p>updated on the status of P&C RAP initiatives</p> <ul style="list-style-type: none"> • Ensure appropriate consultations take place throughout lifecycle of project 	
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Note - Employees may also be required to perform other tasks/duties or work as reasonably requested to meet Position, Program, Funder or Mission Australia requirements.

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 (e.g. 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.
- Contribute to an organisational culture that promotes Mission Australia's [commitment to the safety and wellbeing of all children and young people](#).
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

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

Essential

- Experience working in HR
- Excellent written and oral communication skills
- Skills or experience working on small/medium sized projects and stakeholder management
- Ability to work independently while managing a large workload and prioritising to ensure successful results

- Working knowledge of a Reconciliation Action Plan (RAP)
- Experience drafting cultural safety frameworks and employment strategies for large diverse organisations

Desirable

- Demonstrated ability to liaise effectively and build productive relationships with a wide range of stakeholders
- Proven time management and organisational skills to successfully meet deadlines in a fast paced environment
- Experience in writing People and Culture policies, while engaging with internal/external stakeholders
- Implementation of P&C aspects of a RAP
- Understanding of the community services sector and the role of charities in meeting human need

Key challenges of the role

- Ability to manage time effectively and deliver on tight deadlines to a high standard
- Facilitating conversations with a range of people at different levels of the organisation
- Working autonomously to drive progress on a key project within a tight timeframe

Compliance checks required

Working with Children ☐

National Police Check ☒

Vulnerable People Check ☐

Driver's Licence ☐

Other (prescribe) ☐ _____

Approval Niamh O' Mahony

20 September 2021

Manager name

Approval date