

POSITION DESCRIPTION

Position title:	Reconciliation Action Plan Lead
Department:	Student Programs
Reporting to:	Head of Department, Student Programs
Employment type:	Part Time (21 hours per week)
Classification:	Level 5 The University of Sydney Union Industrial Agreement 2001
Conditions:	May include some weekends and nights as dictated by business requirements. May include travel as dictated by business requirements

POSITION PURPOSE

This new position will be essential to delivering USU's inaugural Reconciliation Action Plan (RAP) and will contribute to our strategic and operational plans to create a student-centred culture, respectful of first nations (FN) peoples, and helping to drive growth in the quality of member opportunities, support, and participation to engage in RAP initiatives. The USU's draft RAP has been developed and the role of the Reconciliation Action Plan Lead is to be the primary 'owner' of the RAP, responsible for leading the implementation of the RAP via the delivery of actions and timelines across USU.

The actions and deliverables of USU's draft RAP have informed this PD.

POSITION ACCOUNTABILITY STATEMENTS (PAS)

Key Result Areas	Key Tasks
Stakeholder Engagement	<ul style="list-style-type: none"> • Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations that can collaborate with us and strengthen our reconciliation journey. • With support from the Head of Department (HOD), Student Programs, build and maintain effective ongoing relationships with members of your team, and other USU departments, key University stakeholders and partners, and Gadigal Centre. • Support the successful implementation of USU's RAP by providing insights and practicable and implementable recommendations to heads of department and staff based on their reconciliation goals. • Expand participation in the program by identifying and engaging high-impact groups, including USU Clubs and Societies, and potential University stakeholders and external partners. • Actively engage Aboriginal and Torres Strait Islander students on campus, organisations, and stakeholders to inform and advance the work of the USU.

	<ul style="list-style-type: none"> • Identify and respond to evolving priorities in a proactive and customer focused way.
RAP Development and Implementation	<ul style="list-style-type: none"> • Conduct focus group research with first nations (FN) students to provide feedback on the draft RAP's objectives. Collaborate with Gadigal Centre for student contacts. Students to be paid for survey participation. Potentially outsource survey to FN Economics. • Review / amend RAP to reflect focus group changes. Potentially outsource to FN Economics to assist incorporation of survey findings into action points. • Prepare a communication and implementation plan for USU's RAP. • Assist the CEO and other Heads of Departments (HODs) and Managers of Departments (MODs) on the strategic direction for the USU RAP by organising workflow, sharing resources, and initiating ideas for ongoing improvements. • Work with large and diverse teams to implement USU's RAP objectives and initiatives. This includes the USU RAP Working Party to ensure the Board is informed of our progress. • Proactively track our progress against RAP objectives and initiatives.
RAP Program Activities	<ul style="list-style-type: none"> • Deliver seamless customer-focused service supported by simple and efficient processes. • Improve Aboriginal and Torres Strait Islander participation in USU decision-making (such as USU elections, identified student leadership roles, training, etc.). • Build recognition and respect for Aboriginal and Torres Strait Islander cultures among members and staff by raising awareness and sharing information about Indigenous cultures and celebrating key cultural days and events such as NAIDOC Week, National Reconciliation Week and Sorry Day. • Conduct a review of cultural learning needs within USU, and in conjunction with the L&D Advisor, develop a holistic learning and development program early in the RAP implementation process, as well as cultural learning programs for members. For example, day trips, campus tours, or cultural exchange (similar to the existing Language Exchange program). This could involve collaboration with Gadigal Centre's Yarning Groups program. • Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention, and professional development.
Support USU staff and student clubs and societies	<ul style="list-style-type: none"> • Provide advice, leadership and mentoring to USU staff and student clubs and societies connected to the RAP implementation. • Be an advocate and voice for change, bringing others along our journey. • Work with team member/s to help implement the RAP deliverables across USU and student organisations.
Evaluation	<ul style="list-style-type: none"> • Completion of focus group sessions with Indigenous students and stakeholders and incorporate feedback into the draft RAP.

	<ul style="list-style-type: none"> • Strengthened network and ongoing positive working relationships with Aboriginal and Torres Strait Islander stakeholders. • Launch of USU's first RAP. • Delivery of USU's RAP program of activities. • Number of students engaged with RAP initiatives. • Ongoing feedback from Indigenous students on activities.
Demonstrate commitment to the department and USU as a whole	<ul style="list-style-type: none"> • Shows a willingness to assist others – both within own department and in other areas • Forthcoming with ideas • Performs other reasonable duties as requested by Manager • Interacts with team and other stakeholders in a professional, respectful, polite and courteous manner

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

ESSENTIAL CRITERIA

- You understand the importance and uniqueness of Aboriginal and Torres Strait Islander peoples, their cultures, knowledges, and experiences and can respectfully and effectively engage with Australia's First Nations peoples.
- You are an effective relationship builder, tailoring your approach and demonstrating your ability to develop and manage relationships with a wide range of stakeholders, to ensure effective program delivery.
- You have sound knowledge of or experience with matters relevant to the development and implementation of Reconciliation Action Plans. This may include Aboriginal and Torres Strait Islander employment, training, and retention strategies; Aboriginal and Torres Strait Islander procurement; and employee engagement, including cultural competency.
- You are highly organised and accountable. You plan ahead to ensure delivery and work well with others to deliver results in a fast-paced environment and build a positive team culture.
- You have good analytical and problem-solving skills and apply these to manage complex situations, ensure continuous improvement of your work area and contribute to the strategic direction of a team.
- With your excellent communication skills and ability to review written materials and provide strategic guidance, you will support USU teams to improve their understanding of the RAP Program.
- 3+ years of relevant experience in developing and implementing RAPs, working with organisations to improve cultural competency to build meaningful relationships with Aboriginal and Torres Strait Islander peoples.

DESIRABLE CRITERIA

- Consulting or professional experience working within the corporate, government, education, and not-for-profit sectors.
- Experience utilising data systems to understand and drive effective customer engagement.
- Tertiary qualifications in an appropriate field.

PHYSICAL REQUIREMENTS

Required frequently: sitting, standing, walking, bending, reaching, squatting, driving, lifting above shoulder height, lifting up to 10 kilograms

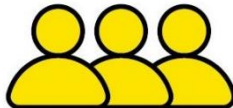
OUR VALUES



Respect



Innovation

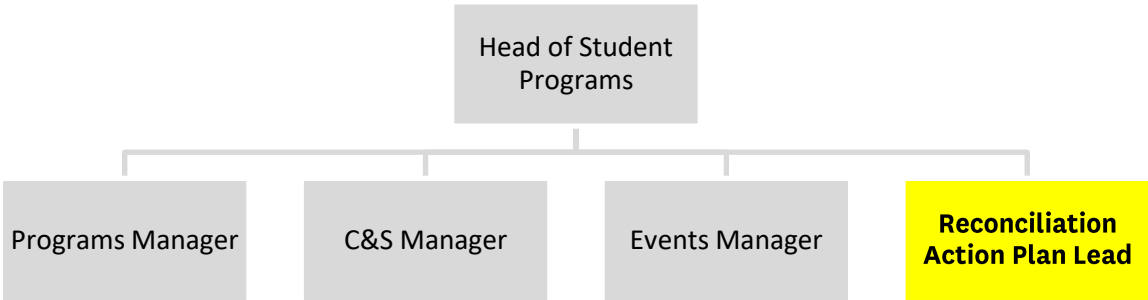


Collaboration



Honesty

TEAM STRUCTURE



Compiled by:	Head of Student Programs	Date:	Feb 2024
Authorised by:	People & Culture	Date:	Feb 2024
Current Employee Signature:	_____	Date:	_____