

## Position Description

<b>Role title</b>	Reconciliation Manager	<b>Last reviewed</b>	Click to enter a date.
<b>Division</b>	Sales and Corporate Affairs	<b>Team</b>	Team name
<b>Reports to</b>	Director, Communications and Stakeholder Engagement	<b>Classification</b>	
<b>Direct reports</b>	Nil		

### Role Purpose

Provide a contributing, yet expert role in leading and the development and execution of Renewal SA's Reconciliation strategy and initiatives including the Reconciliation Action Plan (RAP) to embed reconciliation, engagement, and stakeholder engagement across the organisation to ensure Renewal SA is actively engaged and working collaboratively with local Aboriginal communities as well as building and maintaining strong relationships with Traditional Owners and other relevant stakeholders across South Australia.

### Key Accountabilities

- ▢ Collaborate with project teams to embed Reconciliation initiatives into business practices and projects and engage with development partners and other key stakeholders to ensure reconciliation commitments are understood and adhered to.
- ▢ Proactively seek opportunities to incorporate First Nations culture into planning, urban design, and project development initiatives, and explore partnership and supplier opportunities for Aboriginal cultural heritage works and cultural activities.
- ▢ Develop, implement, report, and promote Renewal SA's RAP.
- ▢ Manage the activities of the Reconciliation Committee to develop strategies that will ensure organisation wide engagement with Reconciliation and RAP initiatives.
- ▢ Collaborate closely with stakeholders across the organisation, developing and delivering education and engagement activities, to ensure RAP targets are embedded and reflected in relevant frameworks.
- ▢ Design, deliver and embed practices and programs, including Renewal SA's cultural safety framework, diversity and inclusion plans, governance frameworks, leadership practices, and culturally inclusive programs and services, to promote a culturally safe and inclusive environment and champion culturally significant events.
- ▢ Develop and maintain partnerships with First Nations partners and stakeholders and proactively support our teams to identify and build new partnership opportunities.
- ▢ Provide expert cultural; advice and support across the business on engagement with First Nations stakeholder and community groups.

### Key Relationships

Internal – Choose appropriate relationships	
Who	Why
Executive	Provide expert advice and support to respond to and deliver against strategic and business plans, agreed projects and new initiatives

Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
<b>External</b>	
<b>Who</b>	<b>Why</b>
Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.
External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Vendors/Suppliers/Consultants	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

## Key Challenges

- Prioritising reconciliation initiatives across the organisation while navigating competing and constantly changing demands and priorities.
- Engaging with a wide and diverse range of stakeholders while building support for reconciliation initiatives.

## Qualifications and Technical Requirements

- Degree level qualification in a relevant discipline or relevant experience in managing Aboriginal heritage matters and/or Reconciliation Action Plans

## Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

## Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Respect Everyone	Accomplished	<ul style="list-style-type: none"> <li>□ Create ways for employees to contribute to the discussions that are relevant to them and include their inputs.</li> <li>□ Articulate and communicate the benefits of diversity of thought and perspective in our everyday actions and interactions.</li> <li>□ Promote the learning and application of cultural competency and our Reconciliation Action Plan across teams at Renewal SA.</li> <li>□ Promote ways of reducing bias and benefits of equity in our thinking and seek out and address bias and non-equitable actions.</li> </ul>
Strategy and Growth	Understand government priorities and context	Intermediate	<ul style="list-style-type: none"> <li>□ Understands the goals and priorities of the Minister and Renewal SA and support as needed when priorities change.</li> <li>□ Actively stay up to date on the policies and legislative requirements and their application and impact to your role.</li> <li>□ Be aware of SA government requirements for governance and apply knowledge in developing or managing forums.</li> <li>□ Understand the roles and authorities across Renewal SA to efficiently direct decisions and escalations.</li> </ul>
Innovation and Agility	Support creativity	Intermediate	<ul style="list-style-type: none"> <li>□ Engage in discussion and ideation with others to consider the merit of all ideas to find the best possible outcome.</li> <li>□ Find opportunities in your work or your team to trial new ideas and concepts.</li> <li>□ Trial new ways of generating ideas by researching and applying new ways of creative thinking.</li> <li>□ Encourage team to identify and discuss ways to improve the processes and systems used.</li> </ul>
Solutions Focused	Solve problems	Intermediate	<ul style="list-style-type: none"> <li>□ Analyse information and consult with others to develop recommendations based on relevant evidence.</li> <li>□ Identify key evaluation criteria needed to make a decision and review the criteria available.</li> <li>□ Apply a logical process to consider the analysis and evaluation and broader context to determine a conclusion.</li> <li>□ Involve senior team members or leaders where decisions are controversial or are expected to have high levels of impact.</li> </ul>

Delegate

Role occupant

This position profile accurately outlines the expectations of the role.		<input type="checkbox"/>	I have read and understood the role and expectations of me.		<input type="checkbox"/>
<b>Name</b>			<b>Name</b>		
<b>Title</b>			<b>Signature</b>		
<b>Signature</b>					
<b>Date</b>	Click to enter a date.		<b>Date</b>	Click to enter a date.	