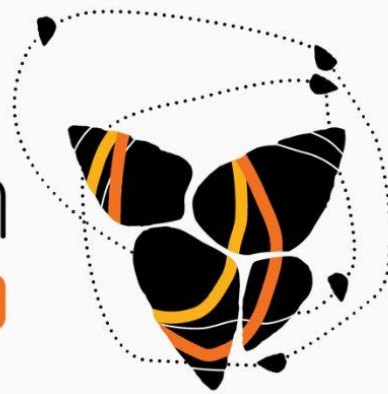


Reconciliation
Tasmania



Chief Executive Officer

Reconciliation Tasmania acknowledges Traditional Owners of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respect to Aboriginal and Torres Strait Islander cultures; and to Elders past and present.



Chief Executive Officer

Full-time

Reconciliation Tasmania is the peak state-wide body promoting reconciliation for all Tasmanians. With over 1,000 members, it has been operating as a limited company and registered not-for-profit entity since 2017.

Reconciliation Tasmania promotes a deeper understanding, respect, and justice for and with Aboriginal and Torres Strait Islander peoples. This work involves forging relationships with businesses, government and community partners, and resourcing and working with educators to promote Aboriginal and Torres Strait Islander histories & cultures. Reconciliation Tasmania works with Tasmanian organisations in the development of their Reconciliation Action Plans and promoting, raising awareness of and advocating for the recognition of Aboriginal and Torres Strait Islander peoples in all spheres of society.

Although independent, Reconciliation Tasmania operates in close collaboration with Reconciliation Australia, community organisations and a wide range of stakeholders.

With the retirement of its founding Chief Executive Officer, a significant opportunity now exists for a new strategic and operational leader of Reconciliation Tasmania to guide its ongoing development.

The Chief Executive Officer will support and guide a small operational team, contract-based staff, and a pool of active volunteers.

The Chief Executive Officer is accountable to and works closely with the Board to facilitate strategic effectiveness and ensure the on-going sustainability of the business model of the organisation.

The successful applicant will have a deep commitment to social justice, excellent organisational management skills, as well as a track record of engagement and partnership development.

This position is based in Hobart at Research House on the Sandy Bay campus of the University of Tasmania. Salary is negotiable.

To request a copy of the position description and application process, please email employment@rectas.com.au

For confidential discussions regarding the position, please contact Board Directors Bonnie Bonneville on 0417318066 or Simon Cook on 0428349056.

Applications are due Tuesday 2 April 5.00pm.



Reconciliation Council of Tasmania Chief Executive Officer

Position Description Summary:	The CEO leads Reconciliation Tasmania which is a community based, not-for-profit organisation and company limited by guarantee, that aims to advance reconciliation across Tasmania.
Salary:	1 FTE salary based upon negotiation (3-year contract).
Location:	Research House 1 College Road, Sandy Bay, Hobart (University of Tasmania Campus)
Employment Accountability & Reporting:	The Board of Reconciliation Tasmania

Vision

Reconciliation Tasmania's Vision is to strive for a reconciled and just Tasmania that acknowledges, understands and values Aboriginal and Torres Strait Islander peoples in all aspects of life and walking together to achieve this vision.

Reconciliation Tasmania believes that at the heart of Reconciliation is creating and maintaining relationships based on reciprocity and respect with Aboriginal and Torres Strait Islander peoples. Reconciliation Tasmania's Purpose is to champion a Tasmanian society that understands prejudice, discrimination and racism through education, conversation, and advocacy.

Reconciliation Tasmania commits to relationships built on trust and respect, demonstrating the positive impact on the advancement of a reconciled Tasmania through a focus on the dimensions of Reconciliation: Race Relations, Equality and Equity, Historical Acceptance, Institutional Integrity and Unity. Facilitating opportunities for truth telling and truth listening is key to our purpose to support communities to accept, respect and value Aboriginal and Torres Strait Islander peoples.

Reconciliation Tasmania recognises, celebrates, and promotes Aboriginal and Torres Strait Islander culture and heritage. Reconciliation Tasmania is committed to develop and strengthen understandings of and commitment to the *Uluru Statement from the Heart*, and its call for Voice, Treaty and Truth.

Commitment to the Principles and Practice of:

- Reconciliation
- Leadership
- Cultural Safety & Self Determination
- Equal Opportunity
- Workplace, Health and Safety
- Quality Management

Key Outcomes

The CEO of Reconciliation Tasmania:

- I.Strengthens Reconciliation Tasmania as a member based, not for profit organisation, committed to advancing reconciliation across Tasmania.
- II.Ensures that Reconciliation Tasmania’s engagement with Aboriginal and Torres Strait Islander peoples and key Aboriginal leaders is undertaken in a manner that is respectful, upholds high cultural integrity and supports their goals.
- III.Provides key avenues and means that community and business organisations can commit to and advance reconciliation within their organisations.
- IV.Supports the education sector to commit to and advance reconciliation.
- V.Successfully leads and manages the organisation according to the strategic directions set by the Board of Directors.
- VI.Secures ongoing funding support for Reconciliation Tasmania’s sustainability.
- VII.Establishes and manages effective professional partnerships and processes for influence and change with identified community, business, local and state government, and educational organisations.
- VIII.Upholds and models the values and principles of reconciliation.
- IX.Leads and works effectively with staff, members, and volunteers to develop a movement of change.

Key Responsibilities of the CEO of Reconciliation Tasmania

1. Organisational Culture

1. Promotes a sound understanding of the historical and contemporary matters concerning Aboriginal and Torres Strait Islander peoples in Tasmania across the reconciliation agenda.
2. Develops strong relationships within the organisation and with key stakeholders including Aboriginal and Torres Strait Islander peoples based on respect, self-determination, and shared decision-making.
3. Fosters an organisational ecosystem that promotes trust, collaboration, transparency, and processes to achieve positive engagement.

4. Enables effective teamwork based on goal setting, problem resolution, and decision making that enhances organisational effectiveness.
5. Ensures a culture of reflective practice and continual improvement through processes of monitoring and evaluation of all designated work.
6. Demonstrates and promotes the values of Truth Listening, Acceptance and Recognition and Unity.

2. Strategic Development and Planning

1. Supports others to develop a deep understanding of the issues surrounding Reconciliation and their response to those issues.
2. Monitors and refines the Strategic Plan in collaboration with the Board.
3. Develops, documents and implements Operational Plans based on Reconciliation Tasmania's strategic priorities.
4. Ensures the Strategic Plan and Operational Plan objectives are delivered and reported on.
5. Undertakes regular review and evaluation of projects and initiatives as the basis of ongoing decision making.
6. Guides advocacy and policy agenda and activities.
7. Explores and presents new and innovative ideas that progress Reconciliation Tasmania's strategic objectives.
8. Publicly affirms and highlights reconciliation advocates and champions across Tasmania.
9. Identifies and evaluates risks to Reconciliation Tasmania and its relationships, partnerships, image and reputation.
10. Reports to the Board regularly on risks and implements measures to mitigate risks.

3. Operational

1. Ensures that Reconciliation Tasmania's operations are consistent with its vision, values, plans, objectives and policies.
2. Ensures programs and services offered by the Reconciliation Tasmania are high quality and contribute to the organizational purpose and reflect organizational strategic priorities.
3. Establishes and reviews organizational planning, procedures and annual calendar and maintains high quality administrative practices.
4. Oversees day-to-day management of the organisation with delegations to staff.
5. Undertakes organizational financial oversight and accountability, including developing financial management systems, monitoring, and reporting on the annual budget, and liaison with the Auditor and funders.
6. Ensures strong financial reporting to the Board, ensuring sound bookkeeping procedures are followed and provides regular reports on revenue and expenditure.
7. Ensures the maintenance of legal, human resource and reporting compliances and funding obligations.
8. Works collaboratively with staff to ensure achievement of delegated roles and tasks and a positive and safe work environment.
9. Supports and monitors staff performance, accountability, professional development, wellbeing, and satisfaction.
10. Develops and maintains a framework of member and volunteer participation, engagement, and delivery of identified key grassroots responsibilities.

11. Initiates a strong framework of communications internal and external, inclusive of quality publications and use of media.
12. Supports Tasmania Aboriginal enterprise through capacity building and enabling of community and commercial enterprises.
13. Leads the successful execution of reconciliation events at key dates throughout the Aboriginal and Torres Strait Islander calendar.

4. Organisational Development, Funding & Growth

1. Reviews and implements an effective and flexible staffing structure to meet identified organizational needs.
2. Reports to the Board and works closely with the Co-chairs to support effective governance policy and practices.
3. Identifies opportunities and develops future growth and sustainability initiatives, including income generation from various sectors (Corporate, Government and Philanthropic).
4. Undertakes an ongoing business development strategy, that includes income diversification, government funding, fundraising and sponsorship.
5. Manages funding and partnership agreements including negotiation and renegotiation.
6. Maintains and develops a strong relationship with the University of Tasmania and effectively implements its Memorandum of Understanding with Reconciliation Tasmania.
7. Maintains and strengthens key external stakeholder relationships and partnerships.
8. Identifies and develops relationships with potential strategic partners.

5. Leadership

1. Develops strong, collaborative relationships with the Board and supports the governance responsibilities of the Board.
2. Ensures the Board remains informed of significant developments in reconciliation and significant operational issues.
3. Raises public and stakeholder awareness of Reconciliation Tasmania and issues that will support reconciliation.
4. Drives the building of a reconciliation movement through development and implementation of an active member recruitment engagement, investment, and retention strategy.
5. Represents Reconciliation Tasmania in the media and public forums.
6. Creates a work environment that attracts and retains talented and committed employees.
7. Maintains a safe workplace, compliant with industrial laws, regulations and agreements.
8. Models the organization's values and ensures these values are realised by all involved in the activities of Reconciliation Tasmania.

Key Relationships/Interactions

- Reconciliation Tasmania Board
- Internal Reconciliation Tasmania Staff
- Reconciliation Tasmania casual employees and contractors/freelancers

- Reconciliation Tasmania Members & Volunteers
- The Reconciliation Tasmania Collective
- Education and RAP Circle Groups
- Aboriginal and Torres Strait Islander entities and bodies representing Aboriginal peoples & interests in Tasmania
 - Aboriginal and Torres Strait Islander community groups and key contacts
- Reconciliation Australia
- State & Territory Reconciliation Councils and bodies
- Local government councils, government departments, non-government organisations, corporate bodies, and charities
- Educational bodies and entities cross sector
- The University of Tasmania

Conditions of Employment

- The appointment of the CEO is subject to the successful completion of a 6-month probationary period with probationary review meetings being conducted in the first 3 months and six months of employment.
- The incumbent is expected to work in a manner consistent with all relevant state and federal legislation and the Reconciliation Tasmania Code of Conduct.
- Engagement in this role is subject to a satisfactory criminal history check and working with children check.
- Travel in regional Tasmania will be required.
- Some out-of-hours work will be required.
- Possession of a current driver's licence is essential.

Reconciliation Tasmania is an Equal Opportunity Employer

We celebrate diversity and are committed to creating an inclusive environment to all employees.

First Nation people are strongly encouraged to apply.

Links:

[Annual Report 2022-2023](#)

[Constitution](#)



Reconciliation Council of Tasmania Chief Executive Officer

Selection Criteria

The successful applicant will demonstrate:

- A sound knowledge and understanding of Aboriginal and Torres Strait Island cultures and histories and the issues which impact upon them in contemporary society.
- A track record of leadership and ability to positively influence others to achieve results that are in the best interest of the organisation.
- A suite of effective communication tools to engage stakeholders internally and externally.
- Capacity to establish and maintain strong and positive working relationships with others, both internally and externally, to achieve the goals of an organisation.
- Strong organisational skills to delegate within a team, set priorities, develop work schedules, monitor progress towards goals, and track details, data, information and activities for reporting & evaluation.
- Strong financial acumen and capacity to ensure effective financial assessment, monitoring and reporting to set budgets.
- Creative and innovative thinking to improve operations of the organisation.
- Create new development opportunities to support the achievement of organisational goals.
- Ability to think strategically - assesses options and actions based on trends and conditions in the environment, and the vision and values of the organisation.

Experience

- Management experience
- Experience within the not for profit or Aboriginal sector

- Engagement/connections with Aboriginal and Torres Strait Islander peoples and communities
- Demonstrated experience working within local / grassroots networks
- Respectful relationships and understanding between Aboriginal and non-Aboriginal peoples
- Experience in developing strong relationships with employees and stakeholders.

Skills & Qualifications

- In-depth understanding of reconciliation agenda and the Tasmanian context
- Ability to plan strategically and act operationally
- Financial skills, including budget development and management
- Ability to effectively manage a team
- Stakeholder relationship building (including government) and identifying opportunities for funding support
- High-level communication skills (written and verbal) and interpersonal skills
- Advocacy skills
- Relevant tertiary qualifications or equivalent experience in a relevant field
- Current Driver's License

Personal Attributes

- A passion for human rights and redress of injustice
- Compassion for those who are disadvantaged
- A disposition for collaboration
- Honesty and integrity
- Reliability and dependability
- Practical judgement on feasibility and viability of possibilities
- Discernment in decision-making
- Consistently meets deadlines



CHIEF EXECUTIVE OFFICER PROCESS OF APPLICATION

Process of Application

Applicants are asked to provide in A4 format suitable for photocopying the following:

1. A letter of application
2. An up-to-date Curriculum Vitae
3. Complete the Application Form for CEO (includes three referees)
4. Present a document detailing your understanding of and experience in the Selection Criteria listed below
5. Copies of formal qualifications

Selection Criteria

- A sound knowledge and understanding of Aboriginal and Torres Strait Island cultures and histories and the issues which impact upon them in contemporary society.
- A track record of leadership and ability to positively influence others to achieve results that are in the best interest of the organisation.
- A suite of effective communication tools to engage stakeholders internally and externally.
- Capacity to establish and maintain strong staff performance assessment and positive working relationships with others, both internally and externally, to achieve the goals of the organisation.
- Strong organisational skills to delegate within a team, set priorities, develop work schedules, monitor progress towards goals, and track details, data, information, and activities for reporting & evaluation.
- Strong financial acumen and capacity to ensure effective financial assessment, monitoring and reporting to set budgets.
- Creative and innovative thinking to improve operations of the organisation.

- Capacity to develop new opportunities to support the organisational goals.
- Ability to think strategically - assesses options and actions based on trends and conditions in the environment, and the vision and values of the organisation.

Applications should be addressed to:

Associate Professor Clair Andersen & Ms Beth Gilligan
Board Co-Chairs
Reconciliation Tasmania
Via: employment@rectas.com.au

Applications close: 5.00pm Tuesday 2 April 2024