

Job Description



Job Title:	RAP Advisor - Corporate
Reporting to:	RAP Relationship Manager - Direct
Classification Level:	RA 2
Approved Date:	February 2010

Overview of Role
The RAP Advisor, Corporate is responsible for providing end-to-end advice and support to companies and corporations that are developing Reconciliation Action Plans (RAPs). This role provides strategic advice and ideas to stakeholders involved in developing RAPs, especially focusing on the importance of relationships, respect and opportunities.

Accountabilities	Tasks
Cultural respect, understanding and engagement	<ol style="list-style-type: none"> 1. Demonstrate an understanding of Aboriginal and Torres Strait Islander peoples' cultures and issues affecting them. 2. Undertake work practices that ensure sensitive and effective communication with Aboriginal and Torres Strait Islander peoples.
RAP development	<ol style="list-style-type: none"> 1. Provide end-to-end RAP advice and support to companies and corporations. 2. Maintain relationships to meet RAP organisation's needs and develop clear, relevant and compliant RAPs. 3. Consult and involve wider RA team (as appropriate) in the RAP process – communications, strategy, government, etc. 4. Establish and prioritise workplan to target significant companies across key sectors. 5. Fully support RAP organisations through development, reporting and refresh phases. 6. Review RAP drafts and present final draft to Relationship Manager for review and approval. 7. Promote RAP program and RA activities by speaking at events.
Aboriginal and Torres Strait Islander engagement	<ol style="list-style-type: none"> 1. Work with the Engagement team to consult with and meet the needs of Aboriginal and Torres Strait Islander organisations to promote collaboration. 2. Seek feedback on the RAP program from Aboriginal and Torres Strait Islander people and share this internally within Reconciliation Australia: listen, confirm and record ideas to be built into RAP process improvements.
Continuous learning and improvement	<ol style="list-style-type: none"> 1. Communicate and report on status of RAP activities weekly. 2. Encourage information sharing across the RAP community through workshops and informally as needed. 3. With the Planning team communicate collective and specific impact of RAP actions to RAP organisations.
General Duties	<ol style="list-style-type: none"> 1. Other duties as required.

Selection Criteria

Essential

1. Proven skills in oral and written communication including an ability to communicate information coherently and concisely to a wide range of audiences and the ability to identify and impart business concepts.
2. Highly developed interpersonal skills with a demonstrated ability to communicate and negotiate sensitively and effectively.
3. Ability to develop productive working relationship including the ability to work with the business community; stakeholders and Aboriginal and Torres Strait Islander peoples and communities, to identify business opportunities and develop business solutions.
4. Ability to achieve results through working with team members to set and monitor goals as well as the ability to effectively work with limited supervision to achieve results.
5. The capacity to learn quickly and take responsibility for managing a range of complex tasks and processes with limited supervision.

Desirable

1. Understanding and awareness of Aboriginal and Torres Strait Islander people in Australia, with particular reference to cross-cultural communications and socio-economic issues.
2. Relevant tertiary qualification, or at least three years work experience.