

Job Description Form

1. Position Details

Position Title Project and Reconciliation Officer			Position Number RIA3143058
Level/Grade L4	Specified Calling Level	Agreement PSA 1992 / PSCA 2021	Effective Date 11 February 2022
Division Rottneest Island Authority		Branch Environment Heritage and Parks	
Section		Location Rottneest Island (Commuting)	

2. Reporting Relationships

Position Title Director Environment, Heritage & Parks	Level/Grade Level 8		
↑			
Responsible to		Other offices reporting directly to this office	
Position Title Manager Cultural Heritage	Level/Grade Level 6	← Position title Heritage Officer	Level/Grade L4
↑		Heritage Officer	L1
Responsible to			
This position			
↑			
Officers under direct responsibility			
Position Title Nil	Level/Grade n/a	Approx. no. FTEs supervised 0	

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Rottneest Island Authority's (RIA) Reconciliation Action Plan 2021-23 (RAP) was launched in November 2021. RIA's vision for reconciliation is to build respectful, trusting and equitable relationships with Aboriginal and Torres Strait Islander peoples. The plan includes a public apology from RIA for the pain and anguish within Aboriginal communities that resulted from the authority's historical role in the concealment of the history of the Island as a place of incarceration. The apology also acknowledges that many past practices of those entrusted with management of the Island were not respectful of Aboriginal peoples or the cultural significance of the Island.

The Project and Reconciliation Officer undertakes administrative, operational, coordination and project management duties. The role is particularly focused on implementation of the RIA RAP including promoting positive engagement within and outside the organisation, coordinating projects and monitoring and reporting on deliverables.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Reconciliation planning and implementation

1. Supports the Manager Cultural Heritage to implement the RIA RAP including delivery of projects and monitoring of actions.
2. Prepares annual reconciliation reports in accordance with standards set by Reconciliation Australia.
3. Undertakes research as required.
4. Provides administrative support to the RIA Reconciliation Working Group.
5. Prepares correspondence and briefs.
6. Contributes to the development and maintenance of policies, procedures and processes.
7. Promotes reconciliation internally through the delivery of events and programing.
8. Supervises volunteers.
9. Educates staff across RIA and increases cross-directorate accountability for RAP actions.

Stakeholder engagement

10. Develops and maintains mutually beneficial relationships with a range of stakeholders (including Aboriginal people, Registered Native Title Bodies, community groups, heritage practitioners, researchers, volunteers, visitors and government agencies).
11. Assists with the administration of the Wadjemup Aboriginal Reference Group.

Other

12. Undertakes other duties as directed including the delivery heirtage and museum projects

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following five essential criteria. These should be addressed in no more than two pages in total.

1. Efficient and timely project and resource management skills and experience including scoping, scheduling and delivery of projects.
2. Demonstrated understanding of and experience working with a range of internal and external stakeholders (including Aboriginal and Torres Strait Islander Peoples) to deliver results.
3. Demonstrated personal integrity and self-awareness including a commitment to public service professionalism and probity.
4. Demonstrated interpersonal and communication skills (including excellent oral, written and interpersonal skills) and ability to negotiate confidently.
5. Experience using Microsoft office suite.

The following desirable criteria will be assessed as required.

6. Prior experience working in reconciliation planning and implementation or a related field.
7. Specialist cultural knowledge or tertiary qualification in a relevant field such as human rights, human resources, Aboriginal and Torres Strait Islander studies, community development, administration or heritage.
8. Section 51 of the Equal Opportunity Act 1984 applies to this position. Aboriginal people are encouraged to apply.

Values

Our organisational values drive the way we make decisions, interact with each other, and work together to achieve results.

Our five core values — **Integrity, Collaboration, Accountability, Respect** and **Excellence** — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviours that reflect these values are included as **Essential** and/or (as a minimum) **Desirable** selection criteria for this position.

9. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence** (DESIRABLE).

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.



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6. Other

Position Status Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	n/a		
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. For more information refer to the department's guidelines on National Police checks .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
COVID-19 Vaccination An approved COVID-19 vaccination is mandatory for appointment to this position (includes all RFMSD occupations)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	511112		

7. Certification

The details contained in this document are an accurate reflection of position.

Division Head	Director General
Signature: 	Signature: 
Date: 4 February 2022	Date: 10/02/2022