

Position Description

Position title:	Reconciliation Action Plan Implementation Officer
Position number:	New
Group:	Community and Culture
Reports to position title:	Team Leader Community Development
Number of direct reports:	☒ Nil ☐ 1 - 3 ☐ 4 - 6 ☐ 7 - 9 ☐ 10 +
Range or classification:	Pay point 19 - 23
Approved:	October 2025

About the Group

The Community and Culture Group has primary responsibility for managing and leading council's community and cultural services. This includes, but is not limited to, City Culture, Community Development, Community Volunteer Services, Children's Services (Early Learning, Outside School Hours Care, and Family Day Care) and Youth Services.

Duties and Responsibilities

- Coordinate and deliver all aspects of Council's Reconciliation Action Plan (RAP) including reporting and tracking progress.
- Work collaboratively with internal teams and Aboriginal and Torres Strait Islander stakeholders to plan, deliver and review RAP-related projects.
- Build strong, respectful relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.
- Promote cultural safety across Council sites.

- Maintain and support the Reconciliation Action Plan working group to ensure effective governance and delivery.
- Manage communications that highlight Council's RAP commitments and achievements.
- Develop partnerships with community groups, service providers and other Southern Tasmanian Councils, and represent Council at community and interagency meetings
- Provide insights and feedback to help Council respond to community needs, opportunities and trends.
- Support staff awareness and organisational focus on key social issues.
- Create and review policies that reflect social justice principles and community participation processes.
- In addition to the above, a worker may also be directed to carry out duties and tasks as are within the limits of the worker's skill, competence and training.

Selection Criteria

Essential

1. Tertiary qualifications or Diploma in community services, social or behavioural sciences, or a related field, and/or equivalent experience working with diverse communities.
2. Demonstrated experience in developing, implementing and evaluating Reconciliation Action Plans.
3. Proven ability to lead and inspire others to embrace diversity and inclusion with strong understanding and experience of community development principles, engagement and community participation.
4. Experience building partnership with Aboriginal and Torres Strait Islander Peoples and stakeholders.
5. Strong project management skills, sound judgement, time management and ability to work independently and collaboratively.
6. High-level written and verbal communication skills, including policy writing, report preparation, stakeholder liaison and conflict resolution.

Desirable

7. Certification and/or training in diversity, equity and inclusion, cultural awareness and multicultural communities, homelessness, low literacy, domestic violence, living in poverty and community safety.
8. Relevant knowledge of Aboriginal and Torres Strait Islander Peoples and culture within the context of Tasmania.
9. Current drivers' license.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- There are no Delegations or Powers of entries that apply to this position.

Pre-Employment Requirements

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is required.

National Police Check

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.