

POSITION DESCRIPTION

SENIOR PROJECT OFFICER (Reconciliation Action Plan)

Position Title	Senior Project Officer (Reconciliation Action Plan)	
Incumbent		
Reports To	Manager, Public Interest	
Position Type	Fixed term to 21.12.12 - 0.4 EFT	Approved By
Written By	Heather Gridley	Date Approved

The Australian Psychological Society (APS) is Australia's premier professional association for psychologists with approximately 20,000 members and a long established national presence. The Society is managed from the National Office in the CBD of Melbourne.

1. Organisational Objectives

The APS is dedicated to advancing the discipline and profession of psychology for the benefit of our members and the communities they serve.

Listed below are the Organisational Strategic Objectives for the APS as specified in the 2012 – 2014 Strategic Plan:

1. **Promote APS psychologists** - to represent and promote APS psychologists to the public and other professions.
2. **Inform and support APS psychologists** - to deliver accurate information, advice and resources for APS psychologists.
3. **Provide professional development** - to be the premium provider of quality professional development for psychologists.
4. **Advocate for psychology** - to advocate for the discipline and profession of psychology
5. **Promote community wellbeing** - to actively contribute psychology knowledge for the promotion and enhancement of community wellbeing

2. Position in context

The role of the Senior Project Officer (Reconciliation Action Plan) relates primarily to Organisational Objective 5 above.

A key strategy of Reconciliation Australia since 2006 has been to support and encourage organisations to sign up to their own tailored Reconciliation Action Plan (RAP). The APS has committed to a formal process of reconciliation by developing and implementing its own RAP, and is now entering the second year of a three-year process. In the context of the APS RAP, a range of activities will be undertaken in partnership with the Australian Indigenous Psychologists Association (AIPA) to ensure that Psychology in Australia will be responsive to Aboriginal and Torres Strait Islander cultures, values and belief systems, and will be better placed to support the social and emotional wellbeing and mental health of Aboriginal and Torres Strait Islander peoples.

Reconciliation Australia has two core principles for developing strong RAPs:

1. Ensure shared ownership across all levels of an organisation and involve as many people as possible in the process
2. Indigenous collaboration – listening to and learning from Aboriginal and Torres Strait Islander people is an essential part of the process.

3. Key Responsibilities

- Take a leadership role in the development and implementation of the APS Reconciliation Action Plan.
- Support the work of the APS Reconciliation Action Plan Working Group in overseeing the implementation of the APS RAP
- Liaise with key external stakeholders to ensure Indigenous collaboration is embedded in all stages of the APS RAP process
- Monitor and manage/triage correspondence with APS members, the general public and the media on issues related to the APS RAP via the generic email Reconciliation_aps@psychology.org.au.

4. Key Contacts

Internal

- Executive Director and Managers
- Strategic Development and Public Interest team
- APS President and Board
- RAP Working Group

External

- Reconciliation Australia
- NACCHO, the Healing Foundation and other relevant Indigenous stakeholder bodies
- AIPA Steering Committee

5. Selection Criteria

Personal Attributes

- Communication skills – written (report writing) and verbal – liaison and media
- Ability to work in a team environment
- Ability to work in a culturally safe manner with Aboriginal and Torres Strait Islander stakeholders

Qualifications, Technical Knowledge, Experience

- Knowledge of human rights and social justice principles and a commitment to support the rights of Indigenous Australians as outlined in the United Nations Declaration on the Rights of Indigenous Peoples;
- Knowledge of Indigenous Psychology and/or some Indigenous studies;
- Project management and administration experience
- Research and resource development skills
- Understanding of Indigenous issues and capacity to engage with a range of Indigenous and non-Indigenous stakeholders
- Writing for a range of audiences – reports, web content, member and public communications