



Position description

Position title	Reconciliation Action Plan Project Lead, First Peoples
Group / Branch	<i>Strategy & Stakeholder / Sustainable Water Strategy</i>
Reports to (Title)	<i>Senior Manager, First Peoples</i>
Competency level	<i>Individual Contributor</i>

Job Purpose

We're here to deliver healthy water for life. We support healthy and liveable communities by delivering water, sewerage and recycled water services to around 1.8 million people who rely on us every day and every night. At South East Water, we innovate with purpose and act with care. Fresh thinking and collaboration are at the heart of our organisation. We are constantly learning, embracing the challenges of today and excited by the opportunities that tomorrow will bring.

The Strategy and Stakeholder team supports our strategy, regulation, community and stakeholder engagement and communications teams. The group plays a pivotal role in developing and delivering organisational strategy, partnering with Traditional Owners, leading our approach to water security and delivering communications both externally and internally. The group leads the development of South East Water's pricing proposals and, working across the organisation, delivers strategic planning across water resourcing, pricing, marketing, communications and engagement.

The purpose of this role is to lead and coordinate the delivery of South East Water's Reconciliation Action Plan (RAP) and provide specialist advice on Reconciliation, cultural capability, First Peoples engagement and culturally safe practices across the organisation.

The role is responsible for driving RAP outcomes, building and maintaining strategic relationships with Traditional Owners and Aboriginal and Torres Strait Islander stakeholders, and embedding Reconciliation principles into organisational strategies, programs and decision-making.

Operating with a high degree of autonomy, the RAP Project Lead serves as a key subject matter expert, providing professional guidance and advice to leaders and stakeholders across South East Water to support the achievement of Reconciliation commitments and meaningful First Peoples outcomes.



Key Accountabilities

- Lead the implementation, coordination and ongoing delivery of South East Water's Reconciliation Action Plan (RAP), ensuring agreed outcomes, actions, milestones and reporting obligations are achieved.
- Develop and maintain collaborative relationships across the organisation, providing specialist advice and guidance on Reconciliation initiatives, First Peoples engagement, cultural capability, cultural safety and inclusion practices to support shared ownership of Reconciliation commitments and positive business outcomes.
- Monitor RAP progress and performance, maintaining governance documentation, evidence records, action tracking and reporting requirements.
- Develop, coordinate and present reports, briefing papers, recommendations and governance updates relating to RAP commitments and Reconciliation outcomes.
- Plan, facilitate and coordinate Reconciliation initiatives, cultural capability programs, workshops, events and engagement activities across the organisation.
- Build and maintain effective working relationships with Traditional Owner groups, Aboriginal Community Controlled Organisations, First Peoples stakeholders and internal business partners.
- Identify, assess and manage risks, issues and opportunities associated with RAP delivery and recommend practical solutions and continuous improvement initiatives.
- Contribute to the development and implementation of policies, frameworks, strategies and programs that strengthen Reconciliation outcomes and support organisational priorities.
- Maintain contemporary knowledge of Reconciliation practices, legislation, policy developments and emerging issues relevant to Aboriginal and Torres Strait Islander peoples and communities.



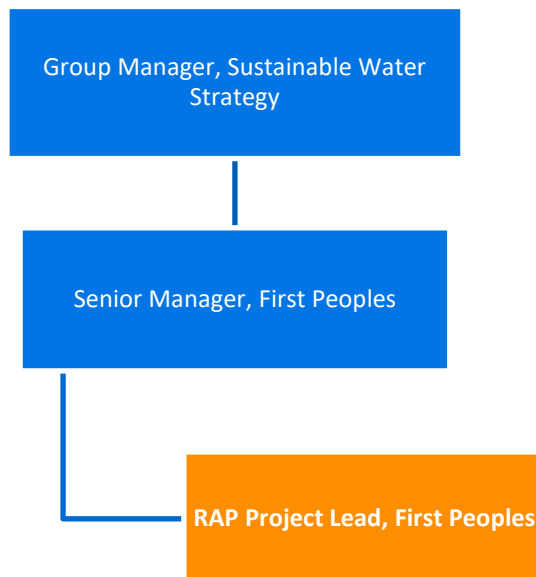
Knowledge, Skills & Experience

- This is an Identified Aboriginal and/or Torres Strait Islander position. Applicants must be of Aboriginal and/or Torres Strait Islander descent
- Relevant qualification in Community Development, Project Management or a related discipline, and/or equivalent demonstrated experience.
- Demonstrated experience in Reconciliation, Aboriginal and Torres Strait Islander engagement, stakeholder engagement, community partnerships, cultural capability, diversity and inclusion, or a related field.
- Experience supporting or delivering Reconciliation Action Plans, cultural inclusion strategies or related organisational initiatives.
- Sound knowledge of Aboriginal and Torres Strait Islander cultures, histories, self-determination principles and culturally safe engagement practices.
- Demonstrated ability to provide specialist advice and guidance on Reconciliation, cultural inclusion and culturally safe engagement practices.
- Strong stakeholder engagement and relationship management skills, including experience building and maintaining productive relationships with Traditional Owner groups, Aboriginal Community Controlled Organisations, First Peoples organisations and community stakeholders.
- Strong analytical, problem-solving and project coordination skills, including the ability to identify risks and opportunities, develop practical recommendations and manage competing priorities.
- Highly developed written and verbal communication skills, including the preparation of reports, briefing papers, presentations and stakeholder communications, and the facilitation of workshops, meetings and engagement activities.
- Proven ability to work autonomously, collaborate across diverse stakeholder groups and deliver outcomes with minimal supervision.
- Strong proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, Teams and SharePoint.
- Demonstrated commitment to continuous learning and maintaining contemporary knowledge of policy developments and emerging issues.



Dimensions

Organisational Chart



Number of people managed:

N/A

Size of budget managed:

N/A

Value of Assets managed:

N/A

Ensuring a sustainable, resilient organisation:

Authorities outlined in [Instrument of Delegations](#) none

Compliance management responsibilities outlined in the [compliance and obligations register](#) none

South East Water operates a 24/7 service environment. Whilst this role does not involve after-hours rostered duty, all employees may be required to provide out-of-hours support from time to time as required.