



Position Description

POSITION TITLE: Reconciliation Action Plan (RAP) Program Manager
LOCATION: SAHMRI, North Terrace
REPORTS TO: Co-Theme Leaders
DEPARTMENT: Wardliparingga – Aboriginal Health Equity Theme

WARDLIPARINGGA – ABORIGINAL HEALTH EQUITY THEME

At the South Australian Health and Medical Research Institute (SAHMRI), we are committed to achieving innovative, ground-breaking health and medical research that fundamentally improves the quality of life for all people.

SAHMRI is located on the lands of the Kaurna people who are the traditional custodians of Adelaide and the greater Adelaide region. SAHMRI works with traditional custodians across South Australia, Australia, and globally. The Wardliparingga Aboriginal Health Equity Theme (AHE) at SAHMRI is a leading national Aboriginal and Torres Strait Islander-led unit dedicated to wellbeing and achieving health equity among Aboriginal and Torres Strait Islander peoples in Australia through quality and safe health and medical research. This role is required to collaborate with Aboriginal and Torres Strait Islander people living on the lands of all traditional custodians across South Australia, Australia and potentially globally.

Wardliparingga's [research programs](#) respond to community identified priorities and are underpinned by [fundamental principles](#) of research conduct as prescribed by Aboriginal and Torres Strait Islander communities. Over the last decade, we have established relationships and worked in partnership with Aboriginal communities, groups and organisations who we are ultimately accountable to. We have a strong program of applied research, we are a multidisciplinary team and we are committed to producing rigorous evidence and demonstrating improvements in health care access and delivery by using, adapting and developing appropriate research methods.

For more information about Wardliparingga Health Equity Theme, please visit [SAHMRI | Aboriginal Health Equity](#).

PURPOSE AND SCOPE OF THE POSITION

SAHMRI is in the process of launching and implementing its Reconciliation Action Plan (RAP) – Stretch over the next three years. This position will play an integral role in progressing organisational change for our Stretch RAP and is responsible for a dynamic range of strategic and operational activities to ensure our RAPs continued success. It will lead the planning, coordination, implementation, monitoring and reporting of activities to deliver under the Stretch RAP, which has been endorsed by Reconciliation Australia. The role will play a key leadership role in this deliverable.

Reporting to the Co-Theme Leaders of the Wardliparingga Aboriginal Health Equity Theme, the RAP Program Manager will work closely with the SAHMRI Indigenous collective, the RAP Committee and Aboriginal chairperson, RAP Working Groups, external stakeholders and Aboriginal community members to deliver the next phase of SAHMRI's RAP, with regular reporting duties to our internal RAP Committee and externally to Reconciliation Australia. The role will work in close partnership with SAHMRI Corporate Services to coordinate SAHMRI-wide events, working groups and establish Aboriginal cultural capacity training activities.



The position will require a person who can work in flexible environments across health services and research team environments.

KEY RESPONSIBILITIES

1. RAP Delivery and Program Management

- Lead the planning, coordination and delivery of SAHMRI's Reconciliation Action Plan (RAP – Stretch), ensuring milestones, actions and deliverables are achieved.
- Monitor progress against RAP commitments, identify risks and implement actions to maintain delivery.
- Prepare high-quality reports for the RAP Committee and Reconciliation Australia, ensuring compliance with reporting requirements.

2. Stakeholder Engagement and Relationship Management

- Build and maintain strong, culturally safe relationships with Aboriginal and Torres Strait Islander stakeholders, communities and partners.
- Engage internal leaders, research themes and business units to support delivery of RAP commitments.
- Act as a key point of contact for RAP-related activities across SAHMRI and the broader health and biomedical precinct.

3. Cultural Capability and Organisational Engagement

- Support the design and delivery of initiatives that build cultural capability across SAHMRI.
- Coordinate organisation-wide reconciliation activities, including events aligned to the RAP calendar.
- Promote awareness and understanding of reconciliation priorities across the organisation.

4. Governance and Committee Support

- Coordinate RAP governance processes, including planning and facilitating RAP Committee and working group meetings, and ensuring actions are tracked and progressed.
- Ensure clear communication of decisions, actions and progress across relevant stakeholders.

5. Continuous Improvement and Program Support

- Identify opportunities to improve processes, systems and tools that support RAP delivery.
- Contribute to the development of new initiatives and projects aligned to reconciliation priorities.
- Support broader organisational initiatives where they align with RAP objectives.

SPECIAL REQUIREMENTS

- Some out of hours work may be required.
- DCSI Working with Children Check, and Vulnerable Person Related-Employment Screenings will be required.



Person Specification

QUALIFICATIONS

- Relevant qualifications in community development, social sciences, public policy or a related field are desirable but not essential.

EXPERIENCE, KNOWLEDGE AND SKILLS

- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander cultures, communities and contexts, and the ability to apply this in a culturally safe and respectful way.
- Experience working with Aboriginal and Torres Strait Islander individuals, communities and organisations, with a strong focus on building trusted and accountable relationships.
- Experience delivering reconciliation initiatives, including involvement in a Reconciliation Action Plan (RAP) or similar strategy, is desirable.
- Experience in program or project coordination, including planning, delivery and reporting.
- Strong stakeholder engagement and relationship management skills, with the ability to work effectively across diverse groups and influence outcomes.
- High-quality written and verbal communication skills, including facilitation, consultation and preparation of reports for governance forums.
- Ability to coordinate and deliver projects, including managing timelines, priorities and competing demands.
- Experience supporting or contributing to organisational initiatives that build cultural capability or inclusion.
- Ability to work independently and exercise sound judgement in a complex and evolving environment.
- Experience contributing to governance processes, including preparing materials and supporting committee or working group activities.
- Proficient in Microsoft Office and able to quickly learn new systems and tools.

- Able to demonstrate the following SAHMRI Values and Culture:
 - **Excellence** – Persistent and Focused
 - **Innovation** – Bold, Driven, Dynamic
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun

LICENCES

- Current Driver's Licence