

Position Description

Position title:	Languages Centre Coordinator - Centre for Languages and Linguistics
Position number:	35299
Position classification:	Administrative Level 6BI
Division:	Higher Education and Research
Location of position:	Batchelor
Tenure of position:	Fixed term
Immediate supervisor:	Senior Lecturer CALL
Positions supervised:	None
Special features of position:	Joint funded CALL, WANALA

Position overview

The Centre for Australian Languages and Linguistics (CALL) and the Western and Northern Aboriginal Language Alliance (WANALA) are aiming to support and strengthen Aboriginal language services.

They will do this in related and complementary ways through a mix of research, documentation, publication, referrals, accessibility and advocacy and training.

The Language Centre Coordinator Position will be responsible for working closely with the managers and Advisory Boards of both CALL and WANALA to develop the programs through securing funding, liaising with relevant organisations and stake holders while developing and maintaining effective administrative systems, data management, providing support to staff and members, maintaining planning, consultation and governance cycles.

Detailed statement of duties

1. Develop administrative and business support systems for CALL and WANALA.
2. Develop relationships and partnerships to support core services.
3. Work closely with WANALA members and CALL clients to develop schedule of activities and sustainable services.
4. Maintain planning and consultation cycles.
5. Coordinate meetings and facilitate meeting processes.
6. Consolidate, develop maintain activity websites.
7. Work closely with members and clients to develop and implement advocacy strategies.
8. Maintaining records including finances records in accordance with internal and external reporting requirements.
9. Coordinate and support submissions, reporting and acquittal processes on time.
10. Facilitate training and skills development opportunities including workshops, internships and adjuncts.



11. Build, maintain and manage a small library of resources related to activities.
12. Facilitate networking and good communications.

Essential selection criteria

1. Aboriginal Language knowledge, or knowledge of wider Aboriginal community or linguistic knowledge.
2. Well-developed organisational and coordination skills.
3. High level of literacy and numeracy.
4. Experience in business development and compliance reporting
5. Experience working with advisory groups and incorporated bodies.
6. An understanding of archiving and documentation systems....
7. Excellent communicator with demonstrated capacity to work effectively and sensitively within the social, political and cultural environments of Indigenous communities and organisations.
8. Ability to use computers, develop and maintain data bases and keep records.
9. Demonstrated understanding of Equal Opportunity and Affirmative Action principles and practices.
10. Hold a current NT or WA Driver's Licence.
11. Capacity to travel to and work in remote areas.

Desirable selection criteria

1. Experience in advocacy work.
2. Significant experience working with and / or living in remote Indigenous Communities in the Northern Territory or WA.
3. Skills in use of social media, day to day use of online technologies and Information and Communication Technologies (ICT) systems and programs.

Applications close: Sunday 01st March 2015

Note: All applicants must address the selection criteria.

Further information is available from the Institute's website www.batchelor.edu.au/people/current-vacancies; the Human Resources Unit on (08) 8939 7443 or (08) 8939 7272
All enquiries and applications are to be forwarded directly to Batchelor Institute –
email to recruitment@batchelor.edu.au or fax (08) 8939 7432

The Institute reserves the right not to make an appointment, or to vary the type of appointment.
Aboriginal and Torres Strait Islander People are strongly encouraged to apply.

