

BUNDIYARRA IRRRA WANGGA LANGUAGE CENTRE

Linguistic Project Manager Position

About the Bundiyarra Irrra Wangga Language Centre

The Bundiyarra Irrra Wangga Language Centre (BIW) is a community language centre based in Geraldton, Western Australia. The core work of the centre is the preservation, revitalisation and promotion of Aboriginal languages of the Midwest and Gascoyne regions of Western Australia. BIW is a program of the Bundiyarra Aboriginal Community Aboriginal Corporation (BACAC), an Aboriginal resource agency. Bundiyarra is an inclusive workplace and welcomes people of all backgrounds and identities who can work under their ethical guidelines.

Overview of the role

The Linguistic Project Manager will be responsible for overseeing the main project work of BIW. As such, they will need excellent people management skills and cultural sensitivity. Any applicant must be able to take on feedback and guidance from Aboriginal people. It is a busy role that involves a lot of moving parts. Since BIW works across a wide region with a small team, being able to work creatively under pressure is important.

At the core of the job is community development under a strong set of ethical guidelines, which must be adhered to at all times. A desire to learn about the regions' history and cultures while remaining neutral to any inter- or intra-group politics is a must and is vital in building up language communities across the Midwest and Gascoyne regions.

Specific duties will be listed below with examples but the role can be very varied, depending on the skills within in the team and the projects running at any one time. The job often involves weekend and out of hours work, accruing leave on a time-in-lieu basis.

Specific duties (not exhaustive)

Project & data management

- Consulting with community members and groups to ensure Language Centre projects and activities are appropriate and accessible. This includes working with Language Workers to respond to community language project proposals.
- Ensuring that all data is uploaded and managed appropriately. Keeping records of what can be shared and any caveats on that to ensure future BIW staff can also follow appropriate protocols.

- Developing high quality language resources, including pamphlets, posters, flash cards, video recordings, audio recordings, books and electronic resources, using relevant software.
- Staff management and deadline negotiation.

Networking

- Working with BIW team to build a safe space for Aboriginal people, where people feel comfortable to express their ideas without judgement.
- Developing and continuing relationships with:
 - Language speakers and community members, which may include helping with tasks outside of your normal role and hours.
 - Local Aboriginal community organisations who can support and assist with language work and projects.
 - External regional stakeholders who can support language work and projects e.g. local councils for funding, station owners for on-country trips.
 - Aboriginal communities and organisations outside the region for ideas around language preservation and advocacy and best practice in running a language centre.

Documentation & description

- Recording speakers and other community members to the highest ethical standards using Zoom recorders and various microphones.
- Maintaining appropriate privacy around recording sessions where requested to or if uncertain (e.g. around dreamtime stories, traditional songs, or sites of significance).
- Transcribing recordings in ELAN and exporting text files (future-proofing the transcript)
- Interpreting old source materials: understanding or researching ways to extract information from messy and inexact sources.
- Analysis of language material, including phonological, morphological, syntactic, discourse processes.
- Consultation with experts where needed e.g. botanists, zoologists for species identification.

Training

- Training Language Workers on linguistics concepts, literacy in local languages, different types of software (word processing, audio processing and specialised linguistic software), using recording equipment and technology, and other relevant topics.

- Workshops for community members and stakeholders (such as local community organisations, schools, etc.) in areas related to language teaching, literacy, and linguistic awareness of regional Aboriginal languages (including e.g. assisting in the delivery of community language classes).

Administrative

- Following best practice in the archiving and permanent storage of electronic and print documents of the Language Centre.
- Building knowledge of government policies affecting the Language Centre and using policy to promote the Language Centre's objectives.
- Report and grant writing, including monthly reports to the BIW Coordinator, Yearly reports, Performance Indicator reports, and writing grant applications, as required.
- Providing timely advice to the Language Centre Coordinator of any issues arising in the workplace.
- Undertaking any other duties directed by the Language Centre Coordinator.

SELECTION CRITERIA

Essential

1. Tertiary qualifications in Linguistics.
2. Previous work with, or study of, Australian Aboriginal languages.
3. Highly developed cross-cultural communication skills, with a demonstrated ability to communicate effectively with Aboriginal people.
4. Highly developed written and oral communication skills, including the ability to liaise, negotiate and consult with a wide range of community members and other stakeholders.
5. Highly developed project management experience, including coordinating several projects at one time and achieving deadlines.
6. A sound understanding and appreciation of Aboriginal languages, cultures and issues affecting their society and culture
7. ~~Highly developed~~ skills in linguistic data collection, transcription and analysis or transferable.
8. ~~Highly developed~~ skills in report and grant writing or transferable.
9. The ability to work effectively in a team, including a commitment to mentoring, training and development.
10. A willingness to travel to remote communities for work purposes, including across weekends.
11. A "C" class MV driver's license (or other Australian equivalent)

Desirable

1. Previous experience in working with Aboriginal organisations, including supervising Aboriginal employees.
2. Knowledge of basic vehicle maintenance (changing a tyre) and experience driving a 4WD.
3. A sound knowledge of the National Languages Policy pertaining to Indigenous languages.
4. An understanding of the Equal Opportunities Act and Occupational Health and Safety Principles.
5. Possession of a Senior First Aid Certificate.