



THE PKKP ABORIGINAL
CORPORATION RNTBC

ICN 7638

JOB DESCRIPTION FORM

| Linguist |

To build strong PKKP people who are Self-Determined and prosperous

Location: Karratha, Western Australia

Contract Type: Permanent

Hours Type: Full time

Salary Band: TBC

Package Benefits:
TBC

Start Date: TBC





INTRODUCTION

Welcome to the PKKP Aboriginal Corporation, who administers the traditional lands and waters on behalf of the Puutu Kunti Kurrama and Pinikura people.

These lands and waters cover approximately 10,888 square kilometres of Western Australia's Pilbara region, between Onslow and Tom Price. The PKKP AC delivers a range of programs and services to support the social and economic well-being of PKKP Members.

Our Vision

To build strong PKKP people who are **Self-Determined** and prosperous.

Our Purpose

To manage and exercise the native title rights of the Traditional Owners of PKKP, to ensure PKKP's country is properly cared for, PKKP's culture remains strong and vibrant and to build a prosperous future for PKKP people.

Our Core Values



Respect

Be fair and mindful of others, treat everyone with dignity



Honesty

Act and communicate with integrity, and deliver on commitments



Culture

Our decisions and actions are guided by the cultural values of the community we serve



Transparent and Professional

Act diligently, be accountable and take responsibility for commitments.



Compassion

Act with care and consideration, treat others fairly and with kindness

Our Organisation, People and Culture

The PKKP AC strives to be a best practice, authentic, and high-performance corporation. Our vision, mission, values, and objectives have been developed by the community we serve to ensure the PKKP people remain at the heart of everything we do. Our job is to empower, equip and support the community to identify, govern and drive improved cultural, social, well-being and economic outcomes.

Our PKKP AC team are a diversely qualified, skilled, and experienced group of people, who enjoy working closely with the community and other stakeholders, to support PKKP's vision of Self-Determination. We are a small, yet mighty team, with a big remit, and even bigger aspirations. We work hard, have fun, and support each other to achieve great outcomes for the community we serve.



POSITION DESCRIPTION

The PKKP AC Member Services and Programs Unit (MSPU) consists of **five** delivery areas, (1) Engagement and Support, (2) Health and well-being (3) Employment and Training (4) Community Programs and (5) Charitable Trust Program Support. Our purpose is to empower PKKP members to achieve self-determined, social, economic, health and well-being outcomes. The PKKP Member Services Office and team provides a welcoming space and a central point of contact for the community to connect with, should they need anything from their corporation. At PKKP AC, we focus heavily on meaningful engagement with our members, to ensure they are well informed, appropriately supported and empowered. It is important that the team maintains a holistic view, proactive and inclusive approach towards the needs and aspirations of PKKP members, their families, and the communities they live within. Each moment shared with the community, helps focus the collective efforts of the MSPU team towards improved current and future service and program delivery, in favour of community informed, designed, led, and driven outcomes.

Position Overview

The Languages Program is a key priority for PKKP AC and this newly created position will play a critical role in the PKKP Languages Team. With a Programs Manager and Language Specialist already on board, we are looking for a linguist who will bring strong data management and research skills to the team. Both Kurrama and Pinikura languages are in the language reclamation and revitalisation space, and the Linguist will play a key part in collecting language materials and reconnecting them with the community.

The ideal candidate will have experience with or be very interested in working with Aboriginal people, a curious and adventurous approach to their work, and a willingness to take on responsibility for technical tasks within the Program. A willingness to participate in field work, and contribute to a thriving organisation culture is a must.

The role is suited to researchers at all stages of their career. We warmly welcome new graduates and early career researchers to apply, despite experience levels. Support and mentoring will be available as needed.

Travel Requirements

This position will be based in Karratha WA, and you will be required to undertake extensive travel, overnight stays in remote communities and across Western Australia as deemed necessary to facilitate a successful Language Program for both language groups within PKKP AC.

Working Relationships

Reports to
Community Programs Manager

Member of
Member Services and Programs Team

Direct Reports
None

External Relationships
Works closely with all external stakeholders i.e., PKKP communities, PBCs, language centres, universities, government agencies

Internal Relationships
Works closely with PKKP Board, Cultural Advisory and other Committees, CEO, directors, managers, and other team members/entities retained by the AC



Key Responsibilities

The Linguist is responsible for:

Team

1. Working closely with the PKKP Languages team to implement two Language Programs for Pinikura and Kurrama People.
2. Working closely with the Language Specialist to develop, guide and deliver two Language Programs;
3. Working closely with the Community Language Officers who will assist, guide, and help implement the language programs for their respective community groups.
4. Establishing and maintaining effective relationships with other MSPU officers.

Technical

5. Managing, evaluating, and implementing the Language Programs' information collection and management strategy;
6. Managing and maintaining the Language Programs' information databases, including (but not limited to) specialist tools such as Toolbox, FLEx and Elan;
7. Facilitating Language Programs' staff learning, use, and capability of information databases and specialist tools;
8. Contributing to the Language Programs' language collection and field work plans;
9. Managing, overseeing, and developing the description and analysis of both Kurrama and Pinikura languages;
10. Overseeing the Language Programs' research and academic collaboration priorities;
11. Providing specialist linguistic expertise, advice, guidance and support to the Community and team;

Community

12. Maintaining proactive communication with the community on Language Programs activities;
13. Facilitating community consultation and program implementation as needed;
14. Supporting, engaging and providing training to community members to facilitate their active participation in the Language Programs;

Program

15. Regularly evaluating program progress and outcomes;
16. Ensuring all programs are delivered in accordance with program agreements, frameworks, and other requirements;
17. Providing program performance reports to the Programs Manager, Director, CEO and Traditional Owners as required.
18. Establishing and maintaining effective engagement with all external experts, government agencies and stakeholders, as relevant to the position and the Languages Program.
19. Identifying and applying for grant funding opportunities that reflect community and program needs;
20. Assisting with reporting, grant funding acquittals and other progress monitoring activities as required;

Detailed activities of the Language Programs Team may include but are not limited to the following:

Program

- Training and ongoing professional development to ensure successful language-related activities and outcomes.
- Identification and contracting of expertise requirements to support the success of both Language Programs
- Managing and oversight of experts and consultant engaged to support the Language Program/s.



Language materials

- Identify and gather copies of existing language documentation materials and existing language learning resources.
- Contribute to discussions around how to navigate copyright matters for existing materials (as necessary).
- Assist with identification of appropriate community members to receive a copy of, and make decisions about, existing materials
- Assist with repatriation of existing language materials to identified community members (contact family members, create copies of items, assist with confirming appropriate access & use restrictions for existing items with appropriate family or community members), assist with seeking informed consent from the identified appropriate decision-makers for each item, for PKKPAC to access & use that item for the language program.
- Research metadata for language materials, and document any new metadata.
- Document metadata for new language materials.
- Assist with explaining proposed copyright arrangements to knowledge-holders and discussing any necessary changes.
- Assist with creation of new language recordings.
- Assist with seeking informed consent from knowledge-holders on new recordings, for PKKPAC to access & use the new recordings.
- Assist key knowledge-holders with documenting appropriate access restrictions for new language materials (as necessary).

Archiving & linguistic processing

- Archiving language materials and entering metadata for language materials.
- Appropriately label and securely store/file high- and low-quality versions of appropriate language materials, along with associated metadata.
- Transcribe audio recordings and handwritten text language materials.
- Enter language words into the Languages Program linguistic database.
- Once copyright matters have been dealt with, assist appropriate community member/s to re-record existing audio materials, recording community member/s repeating all of the language words, phrases and sentences on the existing recording.
- Edit new audio materials and re-recorded existing audio materials into “sound bites” which can be used in language database.
- Attach clipped soundbites of words, phrases and example sentences to text entries in the Language database.

Community consultation and event facilitation

- Assist with community consultation as necessary.
- Creation of language-learning resources
- Create new language learning resources.
- Manage copyright for new language learning resources (e.g. by seeking legal advice).
- Share new language learning resources.
- Sharing language-learning resources
- Identify and locate existing language-learning resources.
- Assist with management of copyright matters in relation to sharing existing language learning resources, with community-members.
- Assist with sharing existing language learning resources.

Ongoing

- Maintain positive working relationships with key holders of language knowledge.
- Promotion, coordination, and facilitation of language program. logistics, events, and on-country trips necessary to ensure continued connection to country, culture and language planning, engagement, recording and educational community outcomes.
- Any other reasonable requests, tasks, activities and or requirements as might be necessary to ensure a successful Language Program for both PKKP language groups.



Zero Harm – Safety, Health and Wellbeing (all positions)

- Provide visible safety leadership (lead by example), modelling positive safety behaviours, strong teamwork and care for colleagues, team members and members.
- Promote rigorous compliance to Zero Harm principles daily – identify cross-functional coordination safety risks.
- Take reasonable care of own health and safety and ensure that actions do not cause harm to yourself or others.
- Comply with any reasonable instructions, policies, or procedures on how to work in a safe and healthy way.
- Rectifying minor health and safety issues where authorised and safe to do so.
- Reporting any hazards including unsafe conditions, equipment, or practices, as soon as practicable
- Ensure there is no influence of alcohol, drugs or medication when operating.
- Report any incidents or injuries sustained while working and seeking appropriate first aid.
- Ensuring all health and safety equipment is used correctly.

Essential Skills, Experience and Qualifications

Essential

- A tertiary degree or higher qualification in Linguistics or other discipline that is accredited by the Australian Linguistic Society;
- Accreditation by the Australian Linguistic Society (obtained from <https://als.asn.au/Accreditation>);
- Previous experience in working with Indigenous people or in situations requiring sensitivity to cultural differences;
- An adaptive, responsive and sensitive approach to work;
- Ability to work effectively and respectfully as a member of a diverse team;
- Exceptional verbal and written communication skills;
- Strong computer and information management skills including an advanced understanding of the Microsoft Office suite and specialist linguistic tools;
- An authentic, professional, mature, positive, and friendly attitude;
- Highly discrete and confidential, with the ability to apply common sense and restorative practices;
- Strong problem-solving skills and the ability to work in a dynamic and ever-changing environment.

Desirable

- Proven experience in a similar role with demonstrable outcomes
- Extensive experience working in Aboriginal Communities and with Aboriginal people
- Proven abilities in leading and supporting Aboriginal Language outcomes.
- Proven experience in successfully leading, developing, evaluating, and monitoring community programs.
- Experience in effectively developing and maintaining stakeholder relationships with stakeholders,
- Ability to effectively manage complex situations.
- Ability to facilitate, coordinate and engage successfully with large and small groups of people.
- Ability to build and maintain positive relationships with stakeholders that drive results and influence outcomes.

Other Requirements

1. Criminal History Check (recent within 3 months)
2. A current Working with Children's Card.
3. A current Drivers Licence.



CORPORATION PERFORMANCE FRAMEWORK

Navigating for the Future	
Leading with Influence	Lead and communicate in a persuasive, inclusive and influential manner that will positively influence others to embrace change, take action and achieve goals
Engaging others	Connect with and inspire to build a highly motivated, collaborative, and engaged team and work environment
Engaging with Stakeholders	Focus on building positive relationships and fostering consensus - whether working with industry, government agencies, community members and groups, or NGOs.
Identifying and Developing Talent	
Enhancing people and performance	Empower and bring out the best in others to ensure delivery of high-quality results
Developing Talent	Plan and participate in development and training opportunities that will support personal and professional growth.
Enhancing team performance	Build, contribute and maintain a cohesive and high-performance team
Stewardship – of people, functions, organisations, and systems	
Improving organisational performance	Drive innovation and continuous improvement.
Developing system performance	Implement improvements using technology and systems that will optimise performance and create process efficiency.
Making it happen with and through others	
Managing work priorities	Plan, prioritise, and organise to deliver on the short and long-term objectives
Achieving through others	Effectively delegate, empower and share success with others
Flexibility	Take a creative approach; work positively and collaboratively within and across the organisation to tackle different activities, improve outputs and contribute to the collective success of the team, other units, and organisation.



UNIT PERFORMANCE FRAMEWORK

Role Specific Performance Framework

To be developed collaboratively with your direct line Manager as soon as employment has commenced:

WORKING AT PKKP AC

Along with a great team atmosphere and supportive work environment, PKKP AC offers a range of benefits to suit your lifestyle. This includes but not limited to:

- Professional development support
- Vehicle (if applicable)
- Remote area tax concessions and reimbursements
- Professional memberships support (if applicable)
- Health and well-being support
- Flexibility

Acknowledgement

This position description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of all tasks and duties. You will be required to perform other job-related tasks as requested and as necessitated by the development of this role and the organisation. This position description may also be modified and updated from time to time to reflect these changes.

I certify that I have read, understood, and accept the duties, responsibilities, and obligations of my position.

Employee

Date

Manager

Date