



**KIMBERLEY  
LANGUAGE  
RESOURCE  
CENTRE**

## **Position vacancy - Kimberley Language Resource Centre Manager**

The Kimberley Language Resource Centre is looking for a manager to manage the governance, administration, planning and implementation of KLRC operations at their head office and other service delivery locations with the aim of meeting KLRC's strategic objectives

### **About the Organisation**

The Kimberley Language Resource Centre (KLRC) is the peak regional body for Kimberley Aboriginal languages, located in Halls Creek, Western Australia – one of the most remote towns in Australia. The KLRC's vision is 'Keeping Languages Strong' and its purpose is to develop strategies and projects for the continuation of Kimberley Aboriginal languages.

### **About the Role**

The Manager's role is spread over a broad range of areas including financial management, corporate governance in consultation with the KLRC Board, overseeing the daily operations of the head office and other locations, liaising with the Project Manager and Research Training and Development Officer on language, archive and related projects, and maintaining positive relationships and networks with key stakeholders.

### **Key responsibilities include but not limited to:**

***Governance and Administration, review implementation of key organisational documents, policies, procedures and systems including:***

- Strategic Plan
- Business Plan
- Risk Management Plan
- Priority Action Plan
- Language Plans
- Operational Manual
- Asset Management Plan
- Annual Budget

### ***Relationships & Networks***

- Maintain a strong relationship with the Indigenous Languages and Arts Program Manager to ensure ongoing operational funding from the Commonwealth.
- Maintain effective relationships with stakeholders, partners, and funding agencies to ensure effective service delivery and community-based language outcomes.
- Engage cooperatively with the directors in an annual performance review.

## About you

The right candidate will be ready to work as a team with the directors and staff to achieve the organisation vision set by the membership and language groups in the region.

### Skills required:

- Relevant Business or Management qualifications or extensive demonstrable experience.
- Proven knowledge of statutory requirements for Aboriginal Corporations and experience in working with not-for-profit and/or membership organisations to provide accurate advice on government policy and corporate administration matters to the KLRC Board.
- Demonstrated experience in the administration of Aboriginal organisations including formulation, implementation, monitoring and evaluation of operational policy, guidelines, procedures, personnel recruitment and management and practices of Aboriginal organisations.
- Demonstrated experience of living and working in regional and remote communities and ability to communicate, interact and establish rapport with diverse groups of Aboriginal people.
- Proven decision-making skills, written and verbal communication, and interpersonal skills
- Proven ability to communicate and negotiate with funding and related external bodies and establish partnerships with them.
- Immediate to advanced skills in Microsoft 365
- Computer literate and experience with various software packages
- Class "A" Drivers Licence and willingness to travel the region for organisation purposes.
- Aboriginal and Torres Strait islanders are encouraged to apply

### Benefits of working for KLRC

This is an opportunity to rebuild the capacity of a historical Kimberley organisation after a period of limited activity, where you can contribute to a small, remote, predominantly Aboriginal regional town as well as meet and work with Aboriginal people across the Kimberley region.

We are a registered not for profit organisation, so you will receive tax benefits associated with a not for profit.

To find out more about us visit [www.klrc.org.au](http://www.klrc.org.au)

**If you are interested, we would love to hear from you. Please submit a resume and cover letter to [hayley@effectivehr.com.au](mailto:hayley@effectivehr.com.au) outlining your background and what you can bring to the role**