



**KIMBERLEY
LANGUAGE
RESOURCE
CENTRE**

We are hiring!

Manager – Kimberley Language Resource Centre (Aboriginal Corporation)

- Halls Creek, Kimberley region of Western Australia
- General/ Business Unit Manager (General Management)
- \$105,000 - \$110,00 plus super, salary packaging, a subsidized rental house and vehicle
- Full Time Role

About Us

The Kimberley Language Resource Centre (KLRC) is the regional body for Kimberley Aboriginal languages, and the first regional language centre in Australia established in 1985. The Centre is located in Halls Creek, in the stunning Kimberley region of Western Australia. Our purpose is Keeping Kimberley Languages Strong, and we work to develop strategies and projects for the continuation of Kimberley Aboriginal languages.

The Role

The Manager's role is pivotal to the success of the KLRC. Reporting to the Board of Directors the Manager is responsible for ensuring that all financial, legal, compliance and management obligations are met. The Manager works as part of a team with the directors and staff to achieve the organisation's mission, which is set by our Directors, membership and language groups of the Kimberley region.

The Responsibilities (include but are not limited to):

1. The overall general management of KLRC including, administration, finance and supporting good governance.
2. Supporting the planning and implementation of KLRC operations in Halls Creek and other service delivery locations across the Kimberley to deliver the KLRC's strategy.
3. Managing delivery of funding contracts and managing contractors.
4. Business development – seeking new funding and resources to deliver key projects.
5. Ensuring key organizational documents including policies, procedures and systems remain contemporary including the strategic plan, business plan, risk management plan, priority action plan, language plans, asset management plan and annual budget.
6. Managing the day-to-day operations of KLRC, its people and resources.
7. Overseeing KLRC's communications, website and social media channels
8. Maintaining positive relationships and networks with key stakeholders including Traditional Owners, Indigenous Languages and Arts partner organisations and funding agencies.

The Benefits of working for KLRC:

This is an amazing opportunity to make a significant difference to the maintenance and revitalization of Aboriginal languages across the Kimberley region. You will get to travel and work on stunning country with an amazing array of Aboriginal people who are committed to keeping Kimberley languages and culture strong. KLRC is a registered not-for-profit organisation. In addition to your salary and statutory superannuation you will receive tax benefits including:

- Salary package up to **\$15,899** per year + up to **\$2,650** meal and entertainment card
- A subsidized rental house, where you will be eligible for an additional non-reportable fringe tax benefit to salary sacrifice up to **\$16,640** per year for rent.
- Relocation support
- A vehicle

How to Apply:

To apply, submit the following documentation by the closing date via email to manager@klrc.org.au

- Cover letter
- A brief response to the selection criteria – ***see below.***
- Your Resume

Selection Criteria:

Experience

1. Business or management qualifications or demonstrated experience in managing an organisation.
2. Demonstrated experience in working within a not-for-profit sector organisation or other comparable organisation at senior management, director or CEO level.
3. Demonstrated experience in leading and managing organisations including management of operational policy and procedures, a budget, assets and human resources.
4. Demonstrated experience in managing funding contracts and contractors.
5. Proven knowledge of statutory requirements and governance obligations for Aboriginal Corporations
6. Demonstrated experience in working with a range of boards, committees and multiple stakeholders.

Skills

1. Excellent interpersonal and relationship management skills, with a demonstrated ability to consult, influence and liaise with internal and external stakeholders from a variety of backgrounds and experiences.
2. Demonstrated ability in leading and managing a small team and leading team performance including recruitment, on boarding, staff management and team building.
3. Proven ability to work in a cross-cultural environment and to work alongside and respect the cultural protocols of Aboriginal people, communities and organisations.
4. Proven decision-making skills, with excellent written and verbal communication skills.
5. Proven ability to negotiate with funding and related external bodies and to establish partnerships.
6. Ability to think strategically, set priorities and delegate tasks and to lead.

7. Ability to write and ensure KLRC communication channels, including the website and social media, are contemporary and drive our strategy.
8. Computer literate and experience with various software packages including Microsoft 365. Knowledge of WordPress and Xero would be an advantage,

Other

1. An ability to support and operate within the KLRC Mission, Vision and Values.
2. Demonstrated experience of living and working in regional and/or remote communities.
3. Current WA Class "C" Driver's License and willingness to travel across the Kimberley region.
4. Police Clearance and Working with Children Check
5. Energetic with a positive 'can do' attitude.

For general enquiries contact manager@klrc.org.au or to find out more about us visit www.klrc.org.au

Kimberley Aboriginal and Torres Strait Islander people are encouraged to apply!

Applications close 5pm Wednesday 31st May 2023.