Position Description

About Bunurong land Council

We are a Traditional Owner organisation that represent the Bunurong peoples of the South-Eastern Kulin Nation. We aim to preserve and protect the sacred lands and waterways of our ancestors, their places, traditional cultural practices, and stories.

Bunurong Land Council Aboriginal Corporation (BLCAC) is a not-for-profit Aboriginal Corporation that represents the Bunurong Traditional Owners and community. BLCAC was formed in the late 1990s by a small group of Bunurong Elders and warriors to provide representation on Bunurong Country, particularly around cultural heritage management and protection. The corporation was registered with the Office of the Registrar of Indigenous Corporations (ORIC) in 2000 and since then, membership has grown to over 300 members.

BLCAC is the Registered Aboriginal Party (RAP) for and on behalf of Bunurong peoples. We have overcome many obstacles on the way, but Bunurong peoples are now recognised as the Traditional Owners of their lands and waters across greater Melbourne, Mornington Peninsula, and the Bass Coast.

BLCAC members descend from the First People of the coastal areas around Naarm (Port Phillip Bay) and Wurnmarrinh (Westernport Bay), with a provenance dating back well over 40,000 years. Our community has survived over 200 years of kidnappings, slavery, massacres, poisonings, imprisonment, disease, and broken promises. We were removed from Country, our language silenced, but the survivors continued to tell and retell the stories of Bundjil and Lore, family, dispossession, dreaming that one day we would come together again and restore Bunurong community on our Traditional Lands.

Position Title:	**Language Officer**	**Business Unit:**	**Strong Country**
Reports To:	**Language Team Lead**	**Direct Reports:**	**0**
Package:	**TBD**		

Primary Objective:

Support reawakening Bunurong language through creating resources for language learning, supporting Bunurong peoples to become language teachers and researchers, and building strong connections with key language and education allies.

Key Responsibilities

- Create Bunurong language learning resources, including posters, games, songs, videos, worksheets, and language lessons.
- Develop employment and training pathways for Bunurong peoples to work as language teachers and/or language researchers.
- Build connections and trust with Bunurong community members to increase engagement in language reawakening.
- Help facilitate regular Bunurong language learning workshops and classes.
- Pursue economic opportunities to support language work through grants, language workshops, or other work.

Position Dimension & Decision-Making Authority

Without Referral to Manager:	• Routine decisions about day-to-day works. • Scheduling and coordinating meetings and workshops. • Reporting and communicating with key contacts.

With Referral to Manager:	• Endorsement of strategic development of language programs. • Grant proposals. • Approval for travel, attending conferences, skill development, and training. • Approval for internal processes and policies, including language cultural protocols, community engagement processes, ICIP, etc.
Referred to CEO:	• Executive decisions and service agreements and contracts, budget approval, and recruitment.
Key Communication Contacts	
Contact/ Organisation:	**Purpose/Frequency of Contact:**
Language Team staff	Weekly project update meetings, strategic planning, language research and programs discussion, community language meetings.
Bunurong community	Building connections and trust with community members to increase engagement in language, teaching and training, language workshops and classes.
Other Victorian linguists and language workers	Sharing experiences and collaborative learning in developing language programs.
Community organisations (e.g. schools, local Aboriginal groups)	Support community-based language programs, building connections to support language work, developing language economy through workshops and paid services.
Other BLCAC staff	Daily operational coordination, support, and communication.
CEO / Senior Management	Seeking strategic endorsement, seeking guidance or approvals, monthly or as needed.

Key Accountabilities		
Key Result Area	**Major Activities**	**Performance Measures**
Increase Bunurong engagement in language work	• Develop or contribute to a strategic plan for creating employment and training pathways for Bunurong community members in language. • Research and provide support for training opportunities in language work for Bunurong community members. • Develop the financial means to employ Bunurong peoples in language work as language researchers or teachers. • Regularly consult with Bunurong community members to ensure strong representation and self-determination in language work and research.	• Increased participation of Bunurong peoples in language meetings and workshops. • Increased engagement of Bunurong peoples in language work across all four Apical Ancestor Groups. • Increased enrolment in formal or informal training in language work or teaching for Bunurong peoples. • Increased employment of Bunurong peoples in language work. • Positive verbal or written feedback from Bunurong peoples about the language program.
Support the teaching of Bunurong language	• Facilitate and/or or support Bunurong community members to facilitate regular Bunurong language classes and workshops. • Create and/or support Bunurong community members to create language learning resources, including posters, games, songs, videos, worksheets, and language lessons.	• Increased number of physical language resources. • Increased number of Bunurong language lessons and workshops. • Increased participation from Bunurong peoples in language resource creation.
Build a language economy	• Identify opportunities to increase budget for language works through additional paid services or grants. • Develop additional income sources for language work with Bunurong peoples and key community stakeholders.	• Increased language income.

	• Support engagement of Bunurong peoples in language economy to work towards increased economic self-determination of Bunurong peoples and cultural work.	
Stakeholder Management	• Maintain and enhance partnerships with government, community and other stakeholders to ensure a positive and productive view of BLCAC.	• Productive and effective working relationships with positive feedback.
Budgetary and Financial Management		• Achievement of budget.
Compliance	• Comply with all relevant legislation and regulatory standards. • Ensure all information is recorded to achieve compliance with all organisational policies and procedure and legislative requirements. • Ensuring organisation and community confidentiality is maintained.	• 100% compliance achieved
Reports and Statistics	• Utilise data and program analysis to provide accurate and meaningful reports. • Provide statistical and other reports to meet organisational, stakeholder and statutory requirements including analysis, reporting of results and supporting recommendations.	• Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports
Policy and Procedure	• Comply with organisational policies and procedures to model best practice behaviour and performance to all staff. • Compliance with and understanding of EEO Legislation	• Management of all relevant policies and procedures to provide consistent and high standards of compliance with policies and best practice

Bunurong Land Council
ABORIGINAL CORPORATION

Key Challenges
• Navigating community politics in building a network of language workers and experts, to be managed through careful and diplomatic communication with Bunurong peoples. • Creating new procedures without an existing framework, to be managed through strong innovation and vision. • Balancing cultural protocols with operational demands, to be managed through strong cultural competency and ongoing engagement with Traditional Owners and community leaders. • Limited resources and funding constraints, to be managed through innovation and careful strategic planning to seek additional funding and resources, as well as careful project management to prioritise key community needs. • Engaging diverse community groups with varying languages, literacy levels, or access to technology, to be managed through considered communication styles and mediums.

Person Specification	
Qualifications and Experience	**Personal Qualities and Attributes**
• Aboriginality, Bunurong Nation – desirable. • Qualification(s) in Linguistics, Applied Linguistics, or Teaching/Education – desirable. • Skills in art, graphic design, songwriting, programming, video editing, and/or other technical skills that can be used in the development of language learning resources – desirable. • Demonstrated experience working with Aboriginal and Torres Strait Islander communities and languages. • Project management and the proven ability to plan, implement, and coordinate the delivery of multiple projects concurrently and on time. • Demonstrated exceptional written and verbal communication skills. • Demonstrated computer proficiency, including the use of Microsoft Office applications • Clear Working with Children Check, National Police History Check • Current VIC Drivers Licence	• Highly developed organisational skills and capacity to prioritise competing demands. • The ability to engage with Aboriginal and Torres Strait Islander peoples in an ethical, supportive, and culturally appropriate way. • Highly innovative and a willingness to create new processes without an existing framework. • Strong teaching and oral communication skills. • Strong ethical values practiced in the workplace. • A demonstrated interest in First Nations languages and language revitalisation. • Effective conflict resolution skills, negotiation, mediation and decision-making skills. • Willingness to assist the organisation achieve its objectives

I confirm that I have read this job description and acknowledge and understand my roles and responsibilities. If I have any questions I acknowledge that I can approach my Manager for clarification.	
Employee Signature	
Print Name	
Date	