



POSITION DESCRIPTION

JOB TITLE:	Language Preservation Coordinator
LOCATION:	Warrnambool, Victoria
TERM:	1.0 FTE 12 months full-time, fixed term
SALARY:	\$80,000 - \$90,000 per annum
REPORTS TO:	General Manager – Corporation Services

THE ORGANISATION

The Eastern Maar Aboriginal Corporation (EMAC) is a Registered Native Title Prescribed Body Corporate (RNTBC) established under the Native Title Act 1993 (Cth) and registered as a corporation under the Corporations (Aboriginal and Torres Strait Islanders) Act 2006 (CATSI Act).

EMAC was established in 2011 following a positive Native Title consent determination by the Federal Court. This determination granted rights over an area known as PART B, spanning from Deen Maar (Lady Julia Percy Island) in the south to Dunkeld in the north. It is shared with the Western Gunditjmarra Native Title Holders, represented by the Gunditj Mirring Traditional Owners Aboriginal Corporation.

In March 2023, a second positive Native Title Determination expanded EMAC's jurisdiction, covering an extended area from Yambuk to Aireys Inlet in the southwest, reaching Middle Creek and Ararat in the north, and returning south to Dunkeld.

Eastern Maar peoples are those descendants, including by adoption, of the following persons:

- King of Port Fairy and Eliza; Old Jack (father of John Dawson); Charlie and Alice (parents of Albert Austin); Samuel Robinson and Mary Caramut; Lizzie (mother of Frank Clarke); Robert and Lucy (parents of Alice Dixon); Barney Minimalk; Nellie Whiturboin; Louisa (mother of William Rawlings) and Richard Sharp;

and who:

- either identify as being from the eastern domain of the Maar-speaking people and are recognised as being from the eastern domain by the Eastern Maar people;
- or otherwise identify as Maar, Gunditjmarra, Tjap Wurrung, Peek Whurrung, Keeray Wooroong (Kirrae Whurrung), Kurn Kopan Noot, Yarro Waetch (Tooram Tribe), Djargurd Wurrung, Gulidjan and/or Gadubanud and are recognised as being from the eastern domain by the Eastern Maar people.

EMAC is a formally recognized Registered Aboriginal Party (RAP) responsible for protecting and managing cultural heritage. The RAP boundaries extend beyond the Native Title-recognized boundaries, including Winchelsea in the east and reaching the furthest point of Landsborough in the north.

As the representative body, EMAC advocates for the collective group, advancing their native title rights, protecting cultural heritage, providing policy advice, and leading key initiatives aligned with the rights, aspirations, and assertions of the EMAC community. They actively strive to enhance the cultural and economic capacity and independence of Eastern Maar citizens by pursuing and implementing their economic and social aspirations, notably through the Victorian Registered Aboriginal Party regime.

PURPOSE OF THIS POSITION

The Language Preservation Coordinator will play a pivotal lead role in assisting the Eastern Maar community in working toward the revitalisation and preservation of our languages.

To achieve this the Language Preservation Coordinator will play a lead role in the establishment of an Eastern Maar community Language working committee comprising a broad section of the Eastern Maar Family Groups, and importantly, Elders and knowledge holders.

The structure and work of the working/advisory group will be guided by a to-be-developed Terms of Reference document that will define the scope of work of the Language working/advisory group and



identify how the group will work together in the pursuit of revitalising and preserving our language. It will also set forward strong protocols for the use, storage/capture, teaching and learning of language.

Crucially the Language Preservation Coordinator will partner with and play a secretarial supporting and primary liaison role for, the Language working/advisory group. In addition, the role will represent the direction, assertions, protocols, and positions of the language group in liaison with a diverse range of audiences and groups, namely educational institutions, governments at all levels and neighbouring communities, fostering a strong working relationship and connection with all.

KEY ROLES AND RESPONSIBILITIES

- Create a Terms of Reference document for the Eastern Maar community Language working/advisory group, encompassing clear and appropriate definitions of its scope, authority, composition, roles, and responsibilities.
- Seek endorsement of the Terms of Reference before establishing the advisory group, placing significant importance on capturing the primary objective and intent of the working group, specifically centred around developing a Language Preservation Framework and associated protocols for the Eastern Maar Peoples.
- Set up the Eastern Maar community Language working/advisory group in line with the intent of the Terms of Reference including, but not limited to, initiating an Expression of Interest process to form the composition of the said working/advisory group.
- Provide key secretariat support to the working/advisory group such as
 - **Assisting with administrative tasks** such as scheduling meetings, preparing meeting agendas and minutes, coordinating logistics i.e., sending out meeting invitations, coordinating attendance, arranging venues or virtual platforms, ensuring necessary materials and resources are available, managing correspondence, and maintaining records and documents.
 - **Communication and Coordination:** Serving as a primary point of contact for the working/advisory group, coordinating communication among members, distributing relevant information, and ensuring effective information flow within the group and with external stakeholders. Collaborating with the chairperson to convey important updates, decisions, or messages to the group. This may involve sharing written reports, relaying verbal communication, or preparing presentations for the chairperson to present during meetings.
 - **Document Preparation:** Drafting, editing, and formatting documents, reports, and presentations on behalf of the group, ensuring accuracy and adherence to established formats and guidelines. Ensuring that information relayed to the group is accompanied by relevant context, background details, and supporting documentation as needed. This helps the group members understand the significance and implications of the information being shared.
 - **Research and Analysis:** Conducting research and analysis on relevant topics, gathering data, and providing background information to support the group's discussions, decision-making, and recommendations.
 - **Record-keeping:** Maintaining accurate and up-to-date records of group activities, decisions, and outcomes, ensuring that records are organized, stored appropriately and accessible for reference and future use.
 - **Follow-up and Implementation:** Tracking action items and decisions made during meetings, monitoring progress, and assisting in implementing recommendations or decisions approved by the group.



- **Liaison with Rights Holders and Stakeholders:** Coordinating and facilitating communication with external stakeholders, including government agencies, organizations, or individuals, as required by the group's mandate.
- **Support to Chairperson:** Providing support to the group's chairperson or leadership, assisting with their administrative needs, preparing materials for their review, and facilitating their engagement with the group.
- **Compliance and Governance:** Ensuring compliance with relevant policies, procedures, and legal requirements, maintaining confidentiality when necessary, and promoting good governance practices within the group.
- **Routine reporting:** report as determined to relevant parties, which may include the Eastern Maar Board, Full Group Meeting, government officials, funding agencies, organizational stakeholders, or other entities with a vested interest in the group's outcomes. This can be done through various channels such as email, formal submissions, or in-person presentations.
- **Addressing inquiries and providing further information:** Being available to address any inquiries or requests for additional information that may arise from the relevant parties. Respond promptly and provide the necessary clarifications or supporting materials as needed.

GENERAL

- Provide regular updates/reports to the direct line manager, and report to the CEO and the Board of Directors where directed.
- Perform other duties as may be directed or implied from time to time.
- Be aware and adhere to the Privacy Act, OH & S Legislation, and other relevant legislations.
- Be aware and adhere to EMAC Policy and Procedure manuals.
- Be aware and participate in staff performance reviews.
- Attend all mandatory training as required.

KEY SELECTION CRITERIA

The key selection criteria specified below outline the capabilities required for the position.

ESSENTIAL

- Confident communicator with highly developed verbal and written communication skills
- Demonstrated interpersonal, communication, and facilitation skills, including demonstrated success in engaging and maintaining strong relationships with diverse stakeholders.
- Proficiency in the use of computer and telecommunications technology.
- Proven track record of executing against deadlines and reliably delivering outcomes.

DESIRABLE

- Demonstrated understanding of the regulatory framework in which EMAC operates.
- Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner-led communities and organizations.

OTHER POSITION REQUIREMENTS

Offers of employment can only be made once all required probity checks have been completed. These include:

- Reference checks.



- The appointment of the successful applicant will be made subject to a satisfactory national police history check. A clear police check must have been conducted within the last three months.
- Acceptable evidence of their proof of immunisation/vaccination status.
- The incumbent requires the ability to travel regularly for work-related purposes. A current Victorian driver's licence is essential.
- Proficiency in the use of computer and telecommunications technology.
- A request to conduct probity checks does not guarantee that an offer of employment will be made.

WORKING FOR EASTERN MAAR ABORIGINAL CORPORATION

EMAC employee benefits:

- Hybrid working arrangements available.
- Paid Christmas Break.
- Salary Packaging Benefits.
- Employee Assistance Program.
- Four weeks annual leave.
- Mentoring, learning and career development opportunities.

EMAC will offer:

- Friendly and supportive culture, and work-life balance leader.
- Opportunities for career progression.
- Opportunity to experience various teams.
- Professional development opportunities.
- Exciting opportunity to work in a fast-paced growing Aboriginal representative body supporting the realisation of aspirations and assertions for Eastern Maar Citizens

HOW TO APPLY

To apply please include in your application a CV/resume and cover letter that addresses why you are the best candidate for this position and how your background, experience and skills align with the Key Selection Criteria.

Please ensure your full name is on all attachments and email your application to bansri.dave@easternmaar.com.au

Closing date for applications: COB 25 October 2023

If you have any queries about the role, please email bansri.dave@easternmaar.com.au or call on 0428 945 982.

Appointment of the successful applicant will be subject to a satisfactory national police history check.

Applications from Aboriginal and Torres Strait Islander people are encouraged, but this is not a designated/identified Aboriginal and Torres Strait Islander appointment.