


<b>JOB OUTLINE</b>	CHANGE MANAGER	<b>Date:</b>	April, 2011
<p>Job Description: Change Manager, Dhiyaan Indigenous Unit, Moree, NSW</p> <p>Arts North West Inc. is seeking a Change Manager to oversee and assist the ongoing development of the Dhiyaan Centre under an appropriate governance model independent from the Northern Regional Library. The Change Manager will assist in the development of a mission statement &amp; service scope, MOUs &amp; protocols, staffing structure and competencies, governance &amp; funding for the centre's future.</p>			
		<p><b>Arts North West Inc.</b></p> <p>Arts North West is the Regional Arts Board (<a href="http://www.artsnw.com.au">www.artsnw.com.au</a>) for the New England North West of New South Wales. Arts North West manages and administers the funding for the Dhiyaan Unit's Change Manager on behalf of all stakeholders.</p>	
<b>Job Location:</b>	New England North West, NSW, Australia	<b>Company Industry:</b>	Aboriginal Affairs Museums and Galleries Archives/Cultural Heritage
<b>Job Role:</b>	Change Manager, Dhiyaan Indigenous Unit	<b>Position Commencement Date:</b>	June, 2011
<b>Employment Status:</b>	Project Employment or Contract/Consultant	<b>Employment Type:</b>	Consultant/Contractual
<b>Annual Salary:</b>	Salary/Fee: \$32,620 (plus superannuation + allowances – total package \$36,000). Consultant/Project Management Contract position providing change management over a period of up to 12 months (commencing June of 2011)	<b>Manages Others:</b>	No: this is a consultancy role designed to negotiate with a range of stakeholders to ensure the smooth transition of the Dhiyaan Unit to a workable and sustainable model of operation.
<b>Number of Vacancies:</b>	1	<b>Other:</b>	An Aboriginal individual or organisation is preferred, or an individual or organisation with a strong history of working with Aboriginal communities and protocols

Duties of the Change Manager position:

The position will be guided by and report to a Steering Committee with representation from Arts North West, Moree Plains Shire Council (MPSC), Arts NSW, Aboriginal Affairs NSW, Moree Local Aboriginal Land Council (LALC) and the Dhiyaan Indigenous Unit Transitional Board to undertake the following duties:

1. **Dhiyaan Centre Vision and Core Services:** Develop a document that outlines the vision and core services of the proposed Dhiyaan Centre, under an appropriate governance model independent from the Northern Regional Library and Moree Library.
2. **Memorandum of Understanding (MOU) with MPSC:** Develop a MOU to establish the Dhiyaan Centre that sets out policies and procedures, workplace protocols, staffing structure and administrative arrangements that support the Centre’s defined scope and services. Administrative arrangements will include information technology, information management systems, archival storage, collection development and collection access.
3. **Governance Model:** Develop a Governance model that will support the vision and core services of the Dhiyaan Centre, for adoption.
4. **MOU with other organisations for access to resources:** Develop MOUs with the Northern Regional Library and archives organisations to access resources, including research materials, required by the Centre to deliver its services.
5. **Financial Plan:** Develop a three-year financial plan for the Centre with proposed income sources for the operation of the Centre and the development of funding partnerships.
6. **Communication Plan:** Develop a communication and marketing plan that supports the Centre’s vision and services, including a web page that promotes the Centre and its services.
7. Participate in Museum and Galleries NSW’s Indigenous Cultural Centres Summit in September 2011.
8. **Reporting:** Provide monthly reports throughout the contract period and a final report to Arts North West (for acquittal to Arts NSW).

These duties will require the Change Manager to consult and negotiate with a range of state government and local government agencies, staff of the Dhiyaan Indigenous Unit and community stakeholders.

Background documentation on the operation and future of the Dhiyaan Indigenous Unit is available on request.

<b>Career Level:</b>	Professional Management		
<b>Location(s) for Position:</b>	Office space and equipment is available through Arts North West office in Glen Innes and through Moree Plains Shire Council at the Dhiyaan Indigenous Unit.		

<b>Qualifications:</b>	<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>• An Aboriginal individual or organisation or an individual or organisation with a strong history of working with Aboriginal communities and protocols</li> <li>• Experience in and commitment to Indigenous Communities and/or Cultural Heritage</li> <li>• Demonstrated excellent organisational, time management, planning and project management skills</li> <li>• Strong negotiation skills and demonstrated experience in conducting successful community consultation</li> <li>• Strong verbal and written communications skills</li> <li>• Drivers' License and own car, laptop and mobile phone</li> <li>• Be able to travel when necessary (e.g. to Sydney for the Indigenous Cultural Centre Summit in September 2011)</li> <li>• Ability to manage expenses within budget</li> <li>• Advanced level of word processing and understanding of online applications</li> <li>• Higher School Certificate or equivalent</li> </ul> <p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>• Qualifications in business, cultural heritage, keeping places or Indigenous culture and art</li> <li>• Experience in related field</li> <li>• Experience in Microsoft programs</li> <li>• Experience in similar contracts or tenders as well as a working understanding of NSW funding and reporting processes</li> <li>• Knowledge of the NENW region of NSW and the Moree Indigenous Community</li> </ul>
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Please send applications addressing the selection criteria to:

<b>Name:</b>	Jane Kreis, Regional Arts Development Officer	<b>Email:</b>	rado@artsnw.com.au
<b>Address:</b>	Arts North West PO Box 801	<b>Country:</b>	Australia
<b>City/State:</b>	Glen Innes NSW	<b>Post Code:</b>	2370
<b>Phone:</b>	0267 324 988	<b>Fax:</b>	0267 324 995

Arts North West is supported by the NSW Government through Arts NSW. Funding for this position has been secured through Arts NSW.

