

JOB HIGHLIGHTS PACK

Role:	Executive Assistant
Department:	Corporate Services Unit
Reports to:	CEO
Direct Reports:	Nil
Location:	Broome, WA
Contract Type:	Permanent / Full-Time

ORGANISATIONAL CONTEXT

*“Making mabu liyan real for all, always”
People, land, culture, prosperity*

Nyamba Buru Yawuru (NBY) means ‘This is the place of Yawuru’. NBY is the operational company of the Yawuru Native Title Holders Aboriginal Corporation. NBY manages the day-to-day business of Yawuru and is engaged in a diverse range of projects which help to provide social, cultural, environmental, and financial sustainability for the future of Yawuru people.

PRIMARY FUNCTION

This role provides high level executive support to our dynamic and forward-thinking leadership team. The role includes prioritisation and management of CEO and executive calendars, responding to queries, making travel arrangements and administrative assistance to the executive team and the preparation of meeting minutes, relevant reports, and board papers as part of leave coverage. Project Support and IT Support are also part of this role.

ESSENTIAL SELECTION CRITERIA

1. Extensive experience as an Executive Assistant or other relevant role.
2. Effective organisational and time management skills to handle multiple projects, prioritise work and meet deadlines.
3. High level written, oral and interpersonal communication skills to engage with a wide range of people, including Board members, senior executives, management, staff, clients, and other stakeholders.
4. Ability to take initiative, anticipate issues and resolve problems.
5. Advanced skills using Microsoft Office along with the knowledge and ability to use document management systems.
6. Ability to work within a team, demonstrating flexibility and a willingness to actively contribute towards achieving NBY’s overall strategies.

DESIRABLE SELECTION CRITERIA

7. Post-secondary qualification or equivalent experience in business or other relevant discipline.
8. Previous knowledge of barriers faced by Yawuru people and the Yawuru community as a whole.

BENEFITS OF WORKING FOR NYAMBA BURU YAWURU



Contribute to the success of Broome's Traditional Owner Group



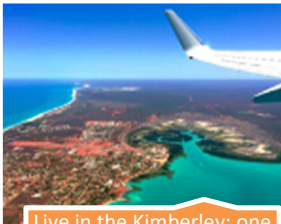
Generous salary packaging



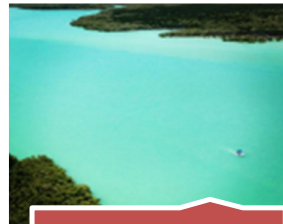
Active Social 'Binda Binda' (Butterfly) Club



Professional and Inspiring Workplace



Live in the Kimberley; one of the last great wildernesses in the world



Work/Life Balance



Work with a fun and committed team



Learn Yawuru Language



Work with Yawuru Traditional Owners



Involvement with Community at Community Events



Diversity of Projects/ Work Opportunities



Unlimited access to Go1 training platform

Salary Packaging

Salary packaging is a government incentive that allows you to use money that previously would have been paid as tax to pay for the items which you have chosen to salary package. Spending pre-tax dollars from your salary will decrease the stated gross income on your Payment Summary (group certificate) and increase your take home pay. As a registered Charitable Institution, eligible NBY employees can salary package up to \$15,900 per year for everyday expenses. Every day expenses may include your mortgage or rent, bills, shopping and petrol.

As Broome is considered a Remote Area, additional benefits may also apply. For further information refer to the AccessPay websites <https://accesspay.com.au/salary-packaging/>



LOCATION

Our office is located in Broome in the Kimberley region of Western Australia. Known for its' pearling history and tourism, Broome is a culturally diverse town, with a tropical climate and stunningly beautiful surrounds.

The permanent population is estimated at 15,857, growing to over 45,000 during the tourist season (May – October).

For more information:

<http://www.yawuru.com/>

<http://www.lonelyplanet.com/australia/western-australia/broome>

<http://www.visitbroome.com.au/>

<http://www.australia.com/en/places/broome.html>



APPLICATION PROCESS

Applications should be sent electronically to recruitment@yawuru.org.au including a cover letter addressing the selection criteria and your CV.

Should you require further information relating to this position or process, we welcome your call on (08) 9192 9600 and ask for Bronwyn Clark, Manager Human Resources & Organisational Development.

Applications for this position close **Thursday, 15 August 2024.**



POSITION	LOCATION	REPORTING RELATIONSHIP
Executive Assistant	Broome, Western Australia	Reports to Chief Executive Officer

ORGANISATIONAL CONTEXT

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LINE MANAGEMENT RESPONSIBILITIES

- Nil

COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- NBY Executive Team
- NBY Management team
- Internal NBY colleagues
- External NBY customers and stakeholders

KEY RESPONSIBILITIES

LEADERSHIP

- As the main point of contact for the CEO and/or Executive, actively set an example for all other staff in the organisation, by modelling appropriate behaviours in line with NBY’s values and code of conduct.

EXECUTIVE ASSISTANCE

- Provide administrative support and assistance to the CEO and the Executive, in line with NBY’s policies, procedures and processes.
- Develop and maintain systems to manage records such as meeting minutes, emails, mail, reports, and files for the CEO and the Executive (as applicable) including reading, analysing, and prioritising correspondence.
- Diary, event, and travel management to ensure effective allocation of the CEO and the Executive’s (as applicable) time to meet internal and external requirements.
- Anticipate needs prior to meetings and events and prevent problems before they arise.
- Provide high levels of customer service, ensuring all verbal and written enquiries are acknowledged and actioned in a professional and timely manner.
- Conduct research and provide recommendations as directed.
- Liaison, coordination, and follow-through with the NBY management team on various tasks, projects, and reports.
- Consult with relevant stakeholders to ensure risks are identified, in line with NBY’s risk management framework.

- Liaise with internal stakeholders to provide assistance and guidance on projects, on behalf of the CEO and the Executive (as applicable).
- Facilitate and maintain positive communication channels between the leadership team and the rest of the organisation to facilitate smooth functioning of operations.
- Provide cover for Governance Officer during period of absence and peak periods where required.
- Provide cover for Reception during period of absence.
- Provide CEO, the Executive (as applicable) and other staff with IT support, testing and setting telecommunications and presentations, anticipating issues and problem solving.
- Other duties as directed.

ADMINISTRATION

- Maintenance and management of NBY's office, Language centre, workspaces and office equipment and supplies.
- Ensure consistent and effective administrative systems and policies are developed, implemented, and reviewed across the organisation in alignment with NBY's strategic plan and best practice corporate governance.
- Ensure consistent, effective, efficient record management systems are developed, implemented, and reviewed across the organisation.
- In consultation with management, develop, maintain, and continually improve policies and procedures relating to; procurement, care, maintenance, and management of NBY's office, workspaces, and office equipment and supplies.
- Manage, monitor, and report on the performance of administration activities and initiatives.
- Develop mutually beneficial partnerships with internal and external stakeholders, to achieve optimal outcomes.
- Ensure compliance across the business in relation to relevant policies and procedures.
- Develop appropriate reporting processes and procedures to effectively track and monitor the status of administration activities.
- Develop and maintain systems to collect and manage records in line with NBY's records management framework, privacy policies and relevant legislation.
- Maintain and control NBY's security Inception System.
- Other duties as directed.

INDIVIDUAL COMMITMENT

- Actively embrace and integrate NBY's vision, mission and values into the role, and model appropriate behaviours.
- Work collaboratively with management and staff across the business in support of NBY's strategic objectives.
- Maintain a professional approach in the workplace.
- Conform to NBY's conditions of employment, code of conduct, and organisational policies and procedures.
- Adhere to relevant legislative requirements.
- Continuously identify and implement opportunities for improvement.

KEY OUTCOMES OF THIS POSITION

LEADERSHIP

- NBY builds and sustains an organisational culture in alignment with its values.

EXECUTIVE ASSISTANCE

- NBY's CEO and the Executive (as applicable) receive high quality, professional support to ensure their time is used efficiently and effectively, and they are able to deliver maximum value to the organisation, as outlined in the NBY Strategic Plan.
- Administrative support and records management adhere to NBY's policies, procedures, and work standards.
- Identified projects are coordinated and delivered to agreed specifications.
- All stakeholders receive a high standard of professional, courteous, and efficient customer service.

ADMINISTRATION

- Consistent, efficient corporate service systems are developed, implemented, and monitored to support the achievement of NBY's Strategic Plan.

INDIVIDUAL COMMITMENT

- NBY's vision, mission and values are incorporated into all activities, and appropriate behaviours are role modelled in line with organisational policies.
- All activities are subject to a demonstrated cycle of continuous improvement.

ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

1. Extensive experience as an Executive Assistant or other relevant role.
2. Effective organisational and time management skills to handle multiple projects, prioritise work and meet deadlines.
3. High level written, oral and interpersonal communication skills to engage with a wide range of people, including Board members, senior executives, management, staff, clients, and other stakeholders.
4. Ability to take initiative, anticipate issues and resolve problems.
5. Advanced skills using Microsoft Office along with the knowledge and ability to use document management systems.
6. Developed IT support capabilities for assisting other staff and troubleshooting issues.
7. Ability to work within a team, demonstrating flexibility and a willingness to actively contribute towards achieving NBY's overall strategies.

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Post-secondary qualification or equivalent experience in business or other relevant discipline.
2. Previous knowledge of barriers faced by Yawuru people and the Yawuru community as a whole.

PRE-EMPLOYMENT REQUIREMENTS

1. Current 'C' Class driver's licence
2. National police clearance

CERTIFICATION

Details contained in this document are an accurate statement of duties, responsibilities and other requirements of the role.

Executive Assistant

Signature: _____ Date: _____

Approved Delegate

Signature: _____ Date: _____

