

## JOB HIGHLIGHTS PACK

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<b>Role:</b>	Executive Director Agricultural Operations
<b>Department:</b>	Executive
<b>Reports to:</b>	Chief Executive Officer
<b>Direct Reports:</b>	Manager Roebuck Plains Station / Manager Roebuck Export Depot
<b>Location:</b>	Broome, WA
<b>Contract Type:</b>	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 helps to provide social, cultural, environmental, and financial sustainability for the future of Yawuru people.

### PRIMARY FUNCTION

The Executive Director of Agricultural Operations is responsible for managing Yawuru’s agricultural portfolio, including Roebuck Export Depot and Gumaranganyjal (Roebuck Plains) Station. The role will provide key strategic oversight to progress the efficient operations and development of these businesses. This includes but is not limited to - unlocking the potential of our irrigated agriculture development, progressing the establishment and marketing of composting facilities, advancing diversification of the beef product away from a reliance on live export, and progressing natural capital and carbon opportunities.

### ESSENTIAL SELECTION CRITERIA

1. At least 15 years’ experience in the pastoral industry, and operational experience.
2. Corporate experience and excellence in reporting to Boards and Executive.
3. Proficient interpersonal, verbal, and written communication skills to develop good working relationships with internal and external stakeholders and complete written reports as requested.
4. Quality organisational skills including the ability to manage competing priorities and deliver activities to agreed specifications.
5. Proficient word processing and computing skills using Microsoft Office programs along with the ability to use document management systems and animal management software.
6. Ability to work within a team, demonstrating flexibility and a willingness to actively contribute towards achieving NBY’s overall strategies.

### DESIRABLE SELECTION CRITERIA

1. Experience in managing a live export depot.
2. Experience in progressing carbon and natural capital revenue opportunities.
3. Post-secondary qualification and/or equivalent experience in agribusiness.
4. Understanding of barriers faced by Aboriginal people and the Aboriginal 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 Lynda.com online training

### 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](mailto:recruitment@yawuru.org.au) including the following:

1. Cover Letter addressing the Selection Criteria
2. Current Resume / CV

Should you require further information relating to this position or process, or you would like a copy of the Jobs Highlight Pack, we welcome your call on (08) 9192 9604 or ask for Ellen Smith, Chief Business Development Officer at Reception.

**\*Generous employment package including competitive salary (negotiable based on skills and qualifications).**

**Applications close 1 October 2024**



POSITION	LOCATION	REPORTING RELATIONSHIP
Executive Director Agricultural Operations	Broome, Western Australia	Chief Executive Officer

#### ORGANISATIONAL CONTEXT

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

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

#### PRIMARY FUNCTION

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#### LINE MANAGEMENT RESPONSIBILITIES

- Station Manager
- Depot Manager

#### COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- NBY Executive
- Key stakeholders and regulatory agencies

#### KEY OUTCOMES OF THIS POSITION

##### LEADERSHIP

- Organisational culture is maintained and enhanced in alignment with NBY values.
- Yawuru’s brand and reputation is maintained and enhanced.
- Initiative and communication is demonstrated across all levels of the organisation.

##### MANAGEMENT

- Staff within your line management feel supported, have accountability and are transparent in their work.
- Operations are delivered in accordance with safe work practices, as per timeframes and budget, and in line with the relevant Strategic Plan(s).
- Timely, accurate and complete reporting on the operating conditions of the business is shared with the Executive and relevant Boards.
- Effective systems, policies and procedures are in place to support continuous improvement.
- Culture supports the elevation of Aboriginal people into positions of senior management and leadership.

##### BUSINESS DEVELOPMENT

- Existing operations are maximised for efficiency and outputs, while balancing the key pillars of NBY across culture, country, community, and prosperity.



- Diversification of the agricultural business and product is pursued, with the intent of reducing the business's current reliance on live export markets.

#### STRATEGY

- Undertake strategic stakeholder engagement, ensuring the business is well positioned and well-known as a preeminent agricultural enterprise.
- Remain abreast of key policy and government positions, at a local, state, federal and international level, and respond accordingly.

#### 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

7. At least 15 years' experience in the pastoral industry.
8. Corporate experience and excellence in reporting to Boards and Executive.
9. Proficient interpersonal, verbal, and written communication skills to develop good working relationships with internal and external stakeholders and complete written reports as requested.
10. Quality organisational skills including the ability to manage competing priorities and deliver activities to agreed specifications.
11. Proficient word processing and computing skills using Microsoft Office programs along with the ability to use document management systems and animal management software.
12. Ability to work within a team, demonstrating flexibility and a willingness to actively contribute towards achieving NBY's overall strategies.

#### DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

5. Experience in managing a live export depot.
6. Experience in progressing carbon and natural capital revenue opportunities.
7. Post-secondary qualification and/or equivalent experience in agribusiness.
8. Understanding of barriers faced by Aboriginal people and the Aboriginal 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 Director Agricultural Operations: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CEO: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

