

JOB HIGHLIGHTS PACK

Role:	Mabu Yawuru Ngan-ga (MYN) Project Officer
Department:	Mabu Yawuru Ngan-ga (MYN) – Language Centre
Reports to:	MYN Manager
Direct Reports:	Nil
Location:	Broome, WA
Contract Type:	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

The Mabu Yawuru Ngan-ga Project Officer provides vital support to activities and projects that promote the learning and understandings of Yawuru language and culture. The Project Officer role will facilitate and monitor the implementation of language projects to support the revitalisation and sustainability of Yawuru Ngan-ga, fostering collaborative relationships to connect with language groups/centres that foster positive language partnerships, increase access to language and ensure project targets are met.

ESSENTIAL SELECTION CRITERIA

1. Experience in administration and project support, preferably in an Aboriginal organisation
2. Proficient interpersonal, verbal, and written communication skills to develop good working relationships with internal and external stakeholders.
3. Proficient organisational skills including ability to manage competing priorities and deliver to agreed specifications.
4. Proficient word processing and computing skills using Microsoft Office programs.
5. Ability to work within a team, demonstrating initiative, flexibility, and a willingness to actively contribute towards achieving NBY’s overall strategies.
6. Knowledge of Kimberley cultural protocols and understandings.

DESIRABLE SELECTION CRITERIA

1. Post-secondary qualification and/or equivalent experience in a relevant discipline.
2. 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 close 25 September 2024



POSITION	LOCATION	REPORTING RELATIONSHIP
Mabu Yawuru Ngan-ga Project Officer	Broome, Western Australia	Reports to Mabu Yawuru Ngan-ga Manager

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J’LINE MANAGEMENT RESPONSIBILITIES

- Nil

COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- NBY management team
- Internal NBY colleagues
- Yawuru and non-Yawuru community stakeholders
- Local, State, and Commonwealth Government staff

KEY ACTIVITIES AND TASKS

ADMINISTRATION

- Ensure reliable, professional, and timely communication with internal and external stakeholders regarding the establishment and progression of language and cultural projects or activities, ensuring all verbal and written enquiries are acknowledged and actioned in a professional and timely manner.
- Ability to lead group discussions to work cooperatively, complete set tasks and achieve positive outcomes.
- Liaise with stakeholders and service providers to organize arrangements for meeting and workshops in support of project initiatives.
- Develop and maintain administrative systems in line with NBY’s policies, procedures, and processes.
- Provide language and cultural support for ‘on country’ field trips, education, and community events.
- Maintain administrative systems to facilitate project outlines including records, meeting minutes, emails, and reports, ensuring records are systematically managed in accordance with relevant NBY policies and processes.
- Participate and provide advice regarding NBY expectations and protocols when involved with supportive partnerships, MOU development and negotiated works.
- Support the immersion of tasks between language and cultural units.

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 and contributes to a positive and innovative workplace environment
- Acknowledge NBY's conditions of employment, code of conduct, and organisational policies and procedures
- Adhere to relevant legislative requirements including and not limited to the Fair Work Act, Workplace Health and Safety Act and the EEO Act
- Continuously identify opportunities for improvement.
- Be willing to learn and speak Yawuru Language

KEY RESPONSIBILITIES

ADMINISTRATION

- Nurture Positive and effective working relationships with internal and external stakeholders
- Administrative support provided to enable achievement of strategic objectives.
- Records are managed efficiently in line with NBY policies, procedures, and processes.
- Facilitate the implementation and evaluation of the West Kimberley Language forum and other projects as identified.

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.
- Ability to work within cultural protocols using a prominent level of integrity and discretion.

ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ATTRIBUTES

1. Experience in administration and project support, preferably in an Aboriginal organisation
2. Proficient interpersonal, verbal, and written communication skills to develop good working relationships with internal and external stakeholders.
3. Proficient organisational skills including ability to manage competing priorities and deliver to agreed specifications.
4. Proficient word processing and computing skills using Microsoft Office programs.
5. Ability to work within a team, demonstrating initiative, flexibility, and a willingness to actively contribute towards achieving NBY's overall strategies.
6. Knowledge of Kimberley cultural protocols and understandings.

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Post-secondary qualification and/or equivalent experience in a relevant discipline
2. Experience with NBY's document management system (M-files)
3. 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

