

JOB HIGHLIGHTS PACK

Role:	Senior Housing Coordinator
Department:	Business Development
Reports to:	Chief Business Development Officer
Direct Reports:	Housing Support Officer
Location:	Broome, WA
Contract Type:	Full-time, Permanent

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 Senior Housing Coordinator is responsible for managing the delivery of holistic housing programs supporting NBY’s housing services and projects, including the Jalbi Jiya Housing Program (JJHP), Yawuru Home Ownership Project (YHOP), investment properties and real estate allotments.

ESSENTIAL SELECTION CRITERIA

1. Experience in property management.
2. Experience in case management and client support systems, preferably in Aboriginal housing.
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. Proficient 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.
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. Post-secondary qualification and/or equivalent experience in a relevant discipline.
2. Previous knowledge 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 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 AT 5PM ON 26 SEPTEMBER 2024

** Please note that applications will be viewed on a rolling basis, and the position may close early if a suitable candidate is found.*



POSITION	LOCATION	REPORTING RELATIONSHIP
Senior Housing Coordinator	Broome, Western Australia	Chief Business Development Officer

ORGANISATIONAL CONTEXT

“Strengthening mabu liyan for all, always”

People, land, culture, prosperity

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LINE MANAGEMENT RESPONSIBILITIES

- Housing Support Officer

COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- Executive Director Business Development (EDBD)
- Chief Financial Officer (CFO)
- General Counsel (GC)
- Northwest Aboriginal Housing Fund (NWAHF)
- NBY program participants and community members
- Maintenance contractors

KEY RESPONSIBILITIES

LEADERSHIP

- Deliver holistic end-to-end services of NBY’s housing programs.
- Work collaboratively with NBY and key stakeholders, including the North-West Aboriginal Housing Fund (NWAHF) maintenance contractors to successfully deliver the Jalbi Jiya housing program (JJHP)
- Provide advice to the EDBD on all aspects of the Yawuru housing programs, including provision of relevant reporting, policies and procedures
- Coordinating advertising, media publications, workshops and delivery associated with the Yawuru housing programs
- Provide high level service to staff, clients, visitors and other service users in line with NBY’s vision, mission and values
- Provide support to Yawuru housing program participants with completing or interpreting documents, and ensure participant accountability with program goals and outcomes.
- Proactively and independency pursue new housing pathways and opportunities to support Yawuru people access home ownership
- Effectively communicate the organisation’s strategic direction and team expectations, and contribute to the preparation of budgets
- Use of initiative will be required in areas where methods and practices are not yet established.
- Provide line-management to employees delivering housing program services and maintain a positive workplace culture.

PROGRAM ADMINISTRATION

Jalbi Jiya Housing Program (JJHP)

- Deliver and adhere to all reporting and compliance requirements as per the Jalbi Jiya Head Agreement and Jalbi Jiya Management Plan, including the development and implementation of Key Performance Indicators and regular reporting requirements
- Provide case management and work collaboratively with participants in the JJHP to transition to home ownership
- Design, prepare and deliver workshops to provide education on various aspects of home ownership to JJHP participants, and First Nations people more broadly
- Ensure reliable, timely communication with program participants and other stakeholders (including incoming phone-calls, organising meetings, posting information electronically to the web and/or social media, and/or hand delivering mail)
- Provide timely and efficient property management services to ensure properties are maintained in line with service agreement, including oversight and accountability
- Maintain efficient administrative systems to support JJHP services
- Monitor and report on property compliance as well as tenant and property finances
- Coordinate advertising and media publications associated with the housing programs.

Yawuru Home Ownership Project (YHOP)

- Liaise with YHOP co-owners to provide support in compliance with agreements
- Conduct annual property inspections
- Liaise with General Counsel to resolve any legal matters.

Investment Properties

- Manage the property and tenancy for NBY investment properties
- Ensure timely and efficient tenancy management, property maintenance, in accordance with maintenance plans, budgets and requests from tenants located in investment properties
- Ensure invoices, purchase orders and accounts are generated and processed in line with NBY's financial policies and processes.

Real Estate Allotments

- Act as first point of contact for interested buyers.

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
- Meet 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
- Ensure records are systematically managed in accordance with relevant NBY policies and processes.

ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES



Experience in property management
Experience in case management and client support systems, preferably in Aboriginal housing
Proficient interpersonal, verbal and written communication skills to develop good working relationships with internal and external stakeholders and complete written reports as requested
Proficient organisational skills including the ability to manage competing priorities and deliver activities to agreed specifications
Proficient word processing and computing skills using Microsoft Office programs along with the ability to use document management systems
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 and/or equivalent experience in a relevant discipline
2. Previous knowledge 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.

Senior Housing Coordinator: _____ Signature: _____

Date: _____

Chief Executive Officer: _____ Signature: _____

Date: _____

