

## JOB HIGHLIGHTS PACK

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<b>Role:</b>	<b>Industry Engagement Lead (50D)</b>
<b>Department:</b>	Community Development
<b>Reports to:</b>	Manager CDU
<b>Direct Reports:</b>	Nil
<b>Location:</b>	55 Reid Rd, Broome WA
<b>Contract Type:</b>	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 Industry Engagement Lead is responsible for the development, implementation, management, and maintenance of NBY's employer support and engagement activities with a primary focus on generating 'Local Jobs for Local Mob'.

This includes development of industry based Aboriginal inclusion training packages and provision of support to employers in the Rubibi Broome area to build their cultural awareness, understanding and safety, in order to increase recruitment and retention of Aboriginal people.

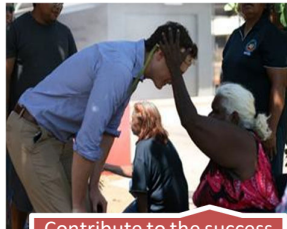
### ESSENTIAL SELECTION CRITERIA

1. Holds or is actively working towards relevant qualifications in industry engagement, business or community development.
2. Minimum of two years' experience in Employment Services or a related Service industry.
3. Ability to deliver projects to agreed specification for time, cost and scope.
4. Outstanding communication, interpersonal and organisational skills coupled with effective problem solving and conflict resolution skills.
5. High level administration skills including Microsoft Office Suite and experience.

### DESIRABLE SELECTION CRITERIA

6. Tertiary qualification and/or equivalent experience in a relevant discipline.
7. Previous knowledge of barriers faced by Yawuru people and the Aboriginal community as a whole.
8. Existing networks within the employment services and economic development sector including business and employment services contacts.

## 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 16,222, 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 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 **5:00pm 20 January 2025**

**Please note: Aboriginality is essential for this position in accordance with Section 50D of the Equal Opportunity Act.**

POSITION	LOCATION	REPORTING RELATIONSHIP
Industry Engagement Lead	Broome, Western Australia	Reports to Manager – Community Development Unit (CDU)
<b>ORGANISATIONAL CONTEXT</b>		
<p style="text-align: center;"><i>“Making mabu liyan real for all, always” People, land, culture, prosperity</i></p> <p>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.</p>		
<b>PRIMARY FUNCTION</b>		
<p>The Industry Engagement Lead is responsible for the development, implementation, management and maintenance of NBY’s employer support and engagement activities with a primary focus on generating ‘Local Jobs for Local Mob’.</p> <p>This includes development of industry based Aboriginal inclusion training packages and provision of support to employers in the Rubibi Broome area to build their cultural awareness, understanding and safety, in order to increase recruitment and retention of Aboriginal people.</p> <p><b>Please note: Aboriginality is essential for this position in accordance with Section 50D of the Equal Opportunity Act.</b></p>		
<b>LINE MANAGEMENT RESPONSIBILITIES</b>		<b>COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>Nil</li> </ul>		<ul style="list-style-type: none"> <li>NBY Management Team</li> <li>Internal NBY Colleagues specifically the Youth Training and Employment team</li> <li>Yawuru and non-Yawuru Community Stakeholders</li> <li>Funding Provider (Kimberley Development Commission)</li> <li>Employment Service Providers</li> <li>Local &amp; Regional Employers</li> </ul>
<b>KEY RESPONSIBILITIES</b>		
<p><b>PROGRAM DEVELOPMENT AND DELIVERY</b></p> <ul style="list-style-type: none"> <li>Development of bespoke, industry specific training packages (in collaboration with cultural consultants and industry leaders) with the objective to increase Aboriginal inclusion, engagement and retention in the workplace across the following four industries:             <ol style="list-style-type: none"> <li>Agriculture and the Pastoral Sector</li> <li>Hospitality and Tourism</li> <li>Environmental Services</li> <li>Community Services.</li> </ol> </li> <li>Development of promotional material as well as data collection and evaluation tools such as registration forms and training pre- and post- surveys to measure the efficacy of training delivery in improving awareness and confidence in supporting Aboriginal staff.</li> <li>Delivery of training across the four sectors named above to a minimum of 15 businesses and 100 individuals per annum.</li> </ul> <p><b>INDUSTRY ENGAGEMENT</b></p> <ul style="list-style-type: none"> <li>Develop and maintain networks and relationships with internal and external stakeholders, including relevant peak bodies, businesses, government agencies and service providers across the four key industry areas.</li> <li>Development of promotional material to support the message ‘Local Jobs for Local Mob’ and promote the program and training to businesses in the community.</li> </ul>		



- Research and utilise labour market profiles for the purpose of understanding and forecasting supply and demand (labour trends) and employment requirements.
- Support the brokerage of jobs for graduates from the Warrmijala Murrgurlayi (Rise Up to Work) program and link further employment opportunities with Aboriginal people in the community.

#### EMPLOYER SUPPORT

- Provide coaching, informal mentoring and support to employers and businesses who have:
  - attended training and engaged with the program
  - employed a graduate of the Warrmijala Murrgurlayi program
  - been identified by NBY as a key partner requiring support.
- Support employers to understand and implement resources developed by Nyamba Buru Yawuru including with regards to acknowledging Yawuru in the workplace, as well as partnership policies and frameworks.
- Deliver support alongside other NBY teams including but not limited to the Mabu Yawuru Ngan-ga Language Centre, Youth Training and Employment team and Finance and Commercial Unit.

#### PROGRAM MANAGEMENT

- Develop accurate and timely reporting to the CDU Manager and NBY executives
- Effectively organise work programs to achieve and communicate the organisation's strategic direction and team expectations
- Complete all administrative, organisational and compliance requirements;
- Participate in the design and development of innovative programs to engage and develop employment opportunities for Aboriginal people in the Broome community
- Represent NBY in relevant forums and foster strong and effective relationships with key stakeholders
- Proactively engage with the Yawuru community to promote employment opportunities.

#### INDIVIDUAL COMMITMENT

- Actively embrace and integrate NBY's vision, mission and values into the role, and model appropriate behaviours;
- Build and sustain an organisational culture in alignment with NBY's values
- Work collaboratively with management and staff across the business in support of NBY's strategic objectives;
- Maintain a professional approach in the workplace;
- Ensure that Workplace Health and Safety guidelines are observed, implemented and improved;
- Conform to 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;
- Embrace any other duties that may be required to ensure Aboriginal people can access employment opportunities so they can realise their full potential.

#### ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

1. Holds or is actively working towards relevant qualifications in industry engagement, business or community development
2. Minimum of two years' experience in Employment Services or a related Service industry
3. Ability to deliver projects to agreed specification for time, cost and scope
4. Outstanding communication, interpersonal and organisational skills coupled with effective problem solving and conflict resolution skills;
5. High level administration skills including Microsoft Office Suite and experience.

#### DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Tertiary qualification and/or equivalent experience in a relevant discipline;
2. Previous knowledge of barriers faced by Yawuru people and the Aboriginal community as a whole;
3. Existing networks within the employment services and economic development sector including business and employment services contacts

#### PRE-EMPLOYMENT REQUIREMENTS

1. Current 'C' Class driver's license
2. National Police Clearance
3. Current Working with Children Check

## CERTIFICATION

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

Industry Engagement Lead: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Delegate: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_