

JOB HIGHLIGHTS PACK

Role:	Cultural Heritage Manager
Department:	Future Acts & Heritage
Reports to:	General Counsel (GC)
Direct Reports:	Nil
Location:	55 Reid Rd, Broome WA
Contract Type:	Full-Time / Fixed Term

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 Cultural Heritage Manager is responsible for matters relating to the management and protection of Yawuru cultural heritage. This role involves working with and providing support to Yawuru Law Bosses including in respect to future acts matters under the Native Title Act.

ESSENTIAL SELECTION CRITERIA

1. Experience in project management, delivering to time, budget, and scope.
2. Strong organisational skills including the ability to manage competing priorities.
3. Experience working on future act matters under the Native Title Act 1993 and heritage matters under the Aboriginal Heritage Act 1972.
4. High level interpersonal, verbal, and written communication skills to develop good working relationships with internal and external stakeholders, including Yawuru community members, senior executives, and government staff at all levels.
5. Conceptual and analytical skills to research and write reports, papers, or funding agreements as necessary.
6. Ability to work collaboratively by participating and contributing to teamwork and team activities.
7. Proficient word processing and data entry skills in Windows systems, particularly Microsoft Office programs along with the knowledge and ability to use document management systems.

DESIRABLE SELECTION CRITERIA

1. Experience in GIS and mapping.
2. National Police Clearance.

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 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 7 March 2025**



POSITION	LOCATION	REPORTING RELATIONSHIP
Cultural Heritage Manager	Broome, Western Australia	General Counsel (GC)
ORGANISATIONAL CONTEXT		
<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>		
PRIMARY FUNCTION		
<p>The Cultural Heritage Manager is responsible for matters relating to the management and protection of Yawuru cultural heritage. This role involves working with and providing support to Yawuru Law Bosses including in respect to future acts matters under the Native Title Act.</p>		
LINE MANAGEMENT RESPONSIBILITIES	COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES	
<ul style="list-style-type: none"> • Yawuru Cultural Monitors 	<ul style="list-style-type: none"> • NBY Executive and Management team • Yawuru Corporate Group Boards • Yawuru Law Bosses • Yawuru and non-Yawuru community stakeholders • Local, State, and Commonwealth Government staff 	
KEY RESPONSIBILITIES		
<p>LEADERSHIP</p> <ul style="list-style-type: none"> • Contribute to strategic and operational planning as a member of the management team. • Effectively communicate the organisation’s strategic direction and team expectations. • Provide strategic advice to the GC, CEO, and the Board on all aspects of management of Future Acts and Cultural Heritage. • Anticipate future challenges likely to impact management of Future Acts and Cultural Heritage and develop strategies which contribute to achieving NBY’s goals. • Build and sustain an organisational culture in alignment with NBY’s values. • Operate in a collegiate way across the organisation in order to share and leverage expertise. <p>MANAGE FUTURE ACTS AND HERITAGE UNIT</p> <ul style="list-style-type: none"> • Manage cultural values mapping on Yawuru country. • Manage other Yawuru on-country heritage projects and activities, including cultural monitoring, heritage surveys, field trips and other land management activities. • Oversee the management and protection of Yawuru heritage, including culturally sensitive matters as required. • Facilitate meetings of Yawuru Law Bosses, including assisting with agendas, preparing materials, taking minutes, and managing actions/outcomes. • Complete funding applications, project budgets, invoicing and other relevant financial paperwork as required. • Assist with heritage protection agreement negotiations and monitor their implementation. 		



- Supervise the preparation and conduct of annual Yawuru Customary Law practices, including planning, logistics and budgeting.
- Manage heritage information and maintain cultural monitoring rosters, on-country reports, data, and other records as required.
- Organise training and development activities for Yawuru Law Bosses and Cultural Monitors as required.
- 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.
- Demonstrated commitment to developing skills and proficiencies relevant to the position.
- Continuously identify opportunities for improvement.

ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ATTRIBUTES

1. Experience in project management, delivering to time, budget, and scope.
2. Strong organisational skills including the ability to manage competing priorities.
3. Experience working on future act matters under the Native Title Act 1993 and heritage matters under the Aboriginal Heritage Act 1972.
4. High level interpersonal, verbal, and written communication skills to develop good working relationships with internal and external stakeholders, including Yawuru community members, senior executives, and government staff at all levels.
5. Conceptual and analytical skills to research and write reports, papers, or funding agreements as necessary.
6. Ability to work collaboratively by participating and contributing to teamwork and team activities.
7. Proficient word processing and data entry skills in Windows systems, particularly Microsoft Office programs along with the knowledge and ability to use document management systems.

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Experience in GIS and mapping.
2. Experience working with Aboriginal people, including culturally sensitive matters.

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.

Cultural Heritage Manager: _____ Signature: _____ Date _____

Approved Delegate: _____ Signature: _____ Date _____

