

JOB HIGHLIGHTS PACK

Role:	Jalbi Jiya Housing Program Coordinator
Department:	Executive Services
Reports to:	Deputy CEO
Direct Reports:	1 staff member
Location:	55 Reid Rd, Broome WA
Contract Type:	3 year Fixed-term 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 Jalbi Jiya Housing Coordinator is responsible for managing the development and delivery of holistic housing support, assistance and individual and systemic advocacy to support home ownership outcomes for Aboriginal people residing in the Broome area.

Please see the attached Position Description at the end of this pack for detailed key responsibilities and outcomes of this position.

ESSENTIAL SELECTION CRITERIA

1. Substantial experience in coordinating support services for housing tenants, preferably working with Aboriginal people with the aim of transitioning participants into home ownership
2. Substantial experience in coordinating culturally targeted services and programs to support participants in transitioning to home ownership
3. Successful experience managing and motivating staff to achieve identified goals and provide high quality service
4. Experience working with disadvantaged clients in stressful situations
5. High level communication skills to engage and negotiate effectively with a wide range of people, including tenants, directors, policy makers, senior executives, government agencies and other stakeholders, in order to develop effective partnerships and working relationships
6. Strong organisational skills including the ability to manage competing priorities and deliver a range of projects to agreed specifications for time, cost and scope
7. Demonstrated ability to collect, analyse and synthesise data in detailed written reports
8. Conceptual and leadership ability to translate Nyamba Buru Yawuru’s corporate vision into strategic housing initiatives
9. Proficient word processing and computing skills using Microsoft Office programs

DESIRABLE SELECTION CRITERIA

1. Tertiary qualification and/or equivalent experience in social service or other relevant discipline
2. Knowledge and experience in working around issues and barriers facing Yawuru people, their native title and their resources

BENEFITS OF WORKING FOR NYAMBA BURU YAWURU



Contribute to the success of Broome's Traditional Owner Group



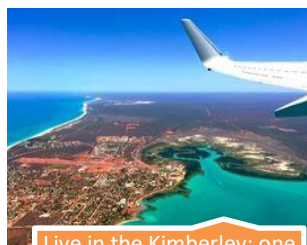
Generous salary packaging



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

BENEFITS:

Salary:

Attractive Salary Package plus 9.5% Superannuation

Salary Packaging

As a registered Charitable Institution organisation, NBY employees are currently able to salary package up to \$15,899 per annum. Benefits such as Superannuation, Rent / Mortgage payments, credit card or loan payments and others are available to employees to package, which has taxation benefits to the employee.

As Broome is considered a Remote Area for Salary Packaging purposes, additional housing benefits may apply. For further information on salary sacrificing arrangements within the not-for-profit sector, you may refer to AccessPay website accesspay.com.au/salary-packaging.

Relocation Benefits:

Relocation benefits are offered for the removal of the successful applicant's furniture and belongings from their place of residence to Broome.

Leave:

4 weeks Annual Leave, 10 days Personal Leave

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.org.au/>

<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 and addressed to:

Manager HR and OD
Nyamba Buru Yawuru
PO Box 425
Broome, WA 6725

Please include the following in your application:

1. Completed NBY Application for Employment Form (found on NBY website)
2. Cover Letter
3. Resume/ CV
4. Statements addressing the following Selection Criteria

Should you require further information relating to this position or process, we welcome your call on (08) 9192 9600.

Applications for this position close 5pm Monday, 5th October 2020.

POSITION	LOCATION	REPORTING RELATIONSHIP
Jalbi Jiya Housing Program Coordinator	Broome, Western Australia	Reports to Deputy Chief Executive Officer

ORGANISATIONAL CONTEXT

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LINE MANAGEMENT RESPONSIBILITIES	COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES
<ul style="list-style-type: none"> Jalbi Jiya Housing Program (JJHP) Staff 	<ul style="list-style-type: none"> Deputy Chief Executive Officer (DCEO) Chief Financial Officer (CFO) Foundation Housing Limited (FHL) North West Aboriginal Housing Fund (NWAHF) Jalbi Jiya Housing Program (JJHP) Staff Internal NBY Colleagues

KEY RESPONSIBILITIES

LEADERSHIP

- Manage JJHP staff to develop annual work programs and meet KPIs
- Work collaboratively with NBY and key stakeholders, including the NWAHF and FHL
- Provide strategic advice to the DCEO on all aspects of the JJHP
- Effectively communicate the organisation’s strategic direction and team expectations
- Provide coaching and mentoring to staff within the organisation

JALBI JIYA HOUSING UNIT MANAGEMENT

- Adhere to all reporting and compliance requirements as per the Jalbi Jiya Head Agreement and Jalbi Jiya Management Plan
- Facilitate culturally appropriate community engagement to provide information on the JJHP
- Design and implement targeted programs and services to support participants in meeting the JJHP objectives
- Prepare, implement and update the procedural documents for the JJHP
- Research, develop, implement and monitor the JJHP and related policy and procedural documents
- In collaboration with the CFO, manage JJHP budgets and develop and maintain systems to ensure accurate and timely financial records
- Prepare Board papers as directed by Chief Financial Officer or DCEO

ADVOCACY

- Monitor and report on tenant and property finances
- Provide support and assistance to allocated tenancies to assist tenants to transition along the housing continuum
- Provide support and assistance to Broome Aboriginal community members in response to personal housing issues
- Knowledge of support agencies and organisations in Broome

- Gather and interpret social and demographic information on tenants and compile reports for stakeholders, management and Boards

PROPERTY MANAGEMENT

- Support a deep understanding of the JJHP property stock, plan for cyclical maintenance and foresee future property issues
- Maintain procedures to ensure management of JJHP properties, maintain a strong working relationship with the JJHP Property Management Agent
- Coordinate major works on properties, ensure all maintenance works are completed in a timely manner and to a high standard
- Continually review contract providers to ensure value for money and tender for major works if required

STAKEHOLDER RELATIONSHIPS

- Engage and foster positive relationships with stakeholders
- Represent NBY in relevant forums and foster strong and effective relationships with key stakeholders, including the Broome community, external service providers, government regulators and funders
- Use Social Media to manage the JJHP Tenants Facebook Page
- Keep the community informed of JJHP news through the JJHP Facebook page
- Create appropriate information booklets and resources for JJHP tenants and community members

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
- 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

KEY OUTCOMES OF THIS POSITION

LEADERSHIP

- Strategies for managing housing projects and initiatives are developed, reviewed and implemented in alignment with NBY strategic plan
- Contributes meaningfully to NBY, building and sustaining an organisational culture in alignment with its values

PROGRAM COORDINATION

- Appropriate systems, policies and processes are in place and delivered ensuring the availability of housing services in line with the JJHP and with NBY's strategic plan

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

1. Substantial experience in coordinating support services for housing tenants, preferably working with Aboriginal people with the aim of transitioning participants into home ownership
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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.

Jalbi Jiya Housing Coordinator: _____ Signature: _____ Date _____

Approved Delegate: _____ Signature: _____ Date _____