

JOB HIGHLIGHTS PACK

Role:	Indigenous Protected Area (IPA) Coordinator
Department:	Environmental Services
Reports to:	Environmental Services (ES) Manager
Direct Reports:	Country Manager Training and Development Coordinator
Location:	55 Reid Rd, Broome WA
Contract Type:	Fixed-term Full-time until 30/06/2023

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 IPA Coordinator is responsible for developing and implementing projects and work plans for the management of the Yawuru Indigenous Protected Area (IPA). Working with the Environmental Services team you will provide expertise to a “two-way” science approach consisting of western-based science together with traditional Yawuru knowledge.

Please see the attached Position Description at the end of this pack for further details.

ESSENTIAL SELECTION CRITERIA

1. Tertiary qualification and experience in ecology, natural resource management, environmental science or other relevant discipline;
2. Demonstrated experience coordinating a team in natural resource management works, preferably in a capacity building context working with Indigenous Rangers.
3. Demonstrated experience in implementing cultural and natural resource management programs, preferably in an Aboriginal cultural context;
4. Strong organisational skills including the ability to manage competing priorities and deliver a range of projects to agreed specifications for time, cost and scope;
5. High level interpersonal and communication skills to develop good working relationships with internal and external stakeholders, including the Environmental Services team, Yawuru Country Managers, the Yawuru community, NBY senior executives, and external partners and stakeholders at all levels;
6. Demonstrated ability to transfer knowledge to build skills and capacity within the team;
7. Evidence of well-developed writing skills and experience in producing project plans; comprehensive research reports; and writing grant applications
8. Advanced word processing and data entry and analysis skills using Microsoft Office along with the ability to use document management systems.
9. Experience in the use of geographic information systems (GIS) for analysis and interpretation of spatial data.

DESIRABLE SELECTION CRITERIA

1. Familiarity with programs or legislation relating to Indigenous Protected Areas, joint management and other land use arrangements in Western Australia
2. Experience developing submissions for external funding.
3. Experience in the use of remote sensing to monitor ecosystem health and change.
4. Postgraduate (Master’s or PhD) in ecology, natural resource management, environmental science

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:

An Attractive Salary package plus 9.5% Superannuation is offered

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.

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>



FURTHER INFORMATION ABOUT THE ROLE

The Yawuru Indigenous Protected Area is a defined area of land or sea managed for cultural biodiversity and conservation.

The Yawuru IPA covers the significant wetlands and springs on Roebuck Plains station, as well as important cultural grounds at Kunin and Kennedy Hill. It joins with and overlaps large portions of the Yawuru/DBCA conservation estate, including the Roebuck Bay intertidal zone and the Marine Park.

The IPA Plan of Management is based on Yawuru people's obligations to care for and protect their lands and waters for present and future generations and will ensure that sound Yawuru cultural and conservation management is coordinated across all our country.

The Yawuru country managers are working with researchers on the IPA and the conservation estate and combining cultural knowledge with western science for the sustainable management of these lands and seas. Yawuru also continue to work in collaboration with key partners such as the Indigenous Land Corporation (ILC), DBCA, Fire & Emergency Services.

The YCMP provides guidance to Yawuru country managers and non-Yawuru partners for the IPA to ensure Yawuru cultural values are part of the overall management process. Other management plans provide foundation for all work done on the Yawuru IPA, including research, measurement, enterprise and other activity.

Links to the plan are available from our website: www.yawuru.org.au

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. Statement addressing the 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
4pm Friday 29th January 2021

POSITION	LOCATION	REPORTING RELATIONSHIP
IPA Coordinator	Broome, Western Australia	Reports to the Environmental Services(ES) Manager

ORGANISATIONAL CONTEXT

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LINE MANAGEMENT RESPONSIBILITIES

- Country Manager Training and Development Co-ordinator

COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- ES Manager
- Senior Project Officer
- Country Manager Teams
- NBY management team
- Internal NBY colleagues
- Yawuru and non-Yawuru community stakeholders
- Local, State, and Commonwealth Government staff

KEY RESPONSIBILITIES

LEADERSHIP

- Lead the development and review of the Yawuru IPA annual work plan for the Country Manager teams in accordance with IPA Plan and the MERI (Monitoring, Evaluation, Reporting and Improvement) Plan
- Lead and maintain scientifically robust monitoring programs for the collection, analysis and presentation of cultural and ecological data on the Yawuru IPA.
- Develop the capacity of the Yawuru ES Team and Country Manager Program to build high-quality monitoring and research programs using a “two-way” learning approach.
- Assist the Training and Development Coordinator and the Lead Country Managers in the planning and coordination of the work plan implementation; including leading the team in the field where required.

INDIGENOUS PROTECTED AREA

- Preparation of annual and bi-annual IPA and Ranger funding reports with the ES Manager and provision of project reports and recommendations to the ES Manager and team and for reporting to IPA subcommittee, NBY Executive and the PBC Board.

- Assist the ES Manager with the development of IPA program budgets and partnership agreements, provide oversight of contracts, develop funding applications and manage successful grant-funded projects. Provide advice and direction to potential IPA land users including Yawuru Traditional Owners to ensure sustainability of natural and cultural resources
- Develop mutually beneficial partnerships with government, community and commercial stakeholders, to achieve optimal outcomes for the Yawuru community
- Facilitate opportunities for the ES team to initiate and collaborate in scientific research programs and support “two-way” science learning through coordination with academic and other partners.
- Develop and maintain systems to ensure activities relating to the IPA comply with necessary contractual, regulatory, risk management and legislative requirements.
- Work as an effective member of the ES team and participate in team meetings.

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; and
- Continuously identify opportunities for improvement.

KEY OUTCOMES OF THIS POSITION

LEADERSHIP

- Annual work programs are developed and reporting against the objectives in the IPA Management Plan and MERI Plan takes place
- High capacity within the ES team to undertake innovative research and monitoring that incorporates a “two-way” learning approach that delivers high-quality outcomes for the Yawuru community

INDIGENOUS PROTECTED AREA

- Cultural and natural resources within the Yawuru IPA are managed sustainably, in line with the IPA Management Plan and MERI Plan, NBY Strategic Plan, Cultural Management Plan and relevant legislation
- Mutually beneficial partnerships are established and maintained with internal and external stakeholders enabling optimal outcomes for the Yawuru resources and community
- A “two-way” science approach consisting of western-based science and monitoring together with traditional Yawuru knowledge is being used to support decision-making within the ES and NBY

INDIVIDUAL COMMITMENT

- NBY’s vision, mission and values are incorporated into all activities, and appropriate behaviours are role modelled in line with organisational policies
- Adhere to relevant legislative requirements including and not limited to the Fair Work Act, Workplace Health and Safety Act and the EEO Act
- Demonstrated continuous improvement in all works

ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

1. Tertiary qualification and experience in ecology, natural resource management, environmental science or other relevant discipline;
2. Demonstrated experience coordinating a team in natural resource management works, preferably in a capacity building context working with Indigenous Rangers.
3. Demonstrated experience in implementing cultural and natural resource management programs, preferably in an Aboriginal cultural context;
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7. Evidence of well-developed writing skills and experience in producing project plans; comprehensive research reports; and writing grant applications
8. Advanced word processing and data entry and analysis skills using Microsoft Office along with the ability to use document management systems.
9. Experience in the use of geographic information systems (GIS) for analysis and interpretation of spatial data.

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Familiarity with programs or legislation relating to Indigenous Protected Areas, joint management and other land use arrangements in Western Australia
2. Experience developing submissions for external funding.
3. Experience in the use of remote sensing to monitor ecosystem health and change.
4. Postgraduate (Master's or PhD) in ecology, natural resource management, environmental science

PRE-EMPLOYMENT REQUIREMENTS

1. Current 'C' Class driver's license
2. National Police clearance

CERTIFICATION

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

IPA Coordinator: _____ Signature: _____ Date _____

Approved Delegate: _____ Signature: _____ Date _____