

## JOB HIGHLIGHTS PACK

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<b>Role:</b>	Assistant Manager – Community Development Unit
<b>Department:</b>	Community Development Unit
<b>Reports to:</b>	Manager – Community Development Unit
<b>Direct Reports:</b>	Assist Manager - Community Development with management of Community Development team
<b>Location:</b>	Broome WA
<b>Contract Type:</b>	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 Assistant Manager - Community Development is responsible for assisting the Manager – Community Development with the development, implementation, management and maintenance of NBY’s community development programs.

### ESSENTIAL SELECTION CRITERIA

1. Holds or is actively working towards relevant tertiary qualifications in community development or related field;
2. Substantial experience in community service delivery and management, preferably working with Aboriginal people;
3. High level communication skills to engage and negotiate effectively with a wide range of people, including directors, policy makers, senior executives, government agencies and other stakeholders, in order to develop effective partnerships and working relationships;
4. Ability to deliver projects to agreed specification for time, cost and scope;
5. Conceptual and leadership abilities to translate Nyamba Buru Yawuru’s corporate vision into strategic community services and benefits;
6. Extensive team management ability with experience in leading and supporting a large team; and
7. Knowledge and understanding of Aboriginal and Torres Strait Islander people, cultures and issues affecting them.

### DESIRABLE SELECTION CRITERIA

1. Knowledge and understanding of Yawuru, culture and values; and
2. Experience working in culturally diverse workplaces.

## 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

## 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](mailto:recruitment@yawuru.org.au) and addressed to:

Human Resources  
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. Responses addressing the Key Selection Criteria;
4. Resume/CV.

Should you require further information relating to this position or process, we welcome your call on (08) 9192 9600. Enquiries can be directed to Mr Richard Austin, Manager – Human Resources.

Applications for this position close at 4:00pm on 16 October 2019.

POSITION	LOCATION	REPORTING RELATIONSHIP
Assistant Manager - Community Development	Broome, WA	Reports to the Manager – Community Development
<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 Assistant Manager - Community Development is responsible for assisting the Manager – Community Development with the development, implementation, management and maintenance of NBY’s community development programs.</p>		
<b>LINE MANAGEMENT RESPONSIBILITIES</b>	<b>COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>Assist Manager - Community Development with management of Community Development team.</li> </ul>	<ul style="list-style-type: none"> <li>NBY and PBC Boards</li> <li>Manager – Community Development</li> <li>CEO &amp; COO</li> <li>NBY Management team</li> <li>Internal NBY colleagues</li> <li>Yawuru community stakeholders</li> <li>Other NBY stakeholders, as required</li> </ul>	
<b>KEY ACTIVITIES AND TASKS</b>		
<p><i>The below tasks are in support of and as directed by the Manager – Community Development.</i></p>		
<b>LEADERSHIP</b>		
<ul style="list-style-type: none"> <li>Effectively communicate the organisation’s strategic direction and team expectations</li> <li>Provide coaching and mentoring to staff within the organisation</li> <li>Work collaboratively with the Manager – Community Development and provide strategic advice on all aspects of community development</li> <li>Anticipate future challenges likely to impact the demand for and delivery of community programs and develop strategies which contribute to achieving NBY’s goals</li> <li>Champion the continuous improvement of NBY’s community development systems and activities</li> <li>Develop accurate and timely reporting to the Manager – Community Development</li> <li>Engage with stakeholders to identify new initiatives and implement change</li> <li>Build and sustain an organisational culture in alignment with NBY’s values</li> <li>Operate in a collegiate way across the organisation in order to share and leverage expertise</li> </ul>		
<b>COMMUNITY DEVELOPMENT</b>		
<ul style="list-style-type: none"> <li>Ensure effective systems and policies are developed, implemented and reviewed to deliver community development programs in alignment with NBY’s Strategic Plan</li> <li>Ensure development and maintenance of systems to monitor, report on, and manage the performance of community programs</li> <li>Develop, implement and review resource management plans for all community programs and activities, as required</li> </ul>		

- Develop mutually beneficial partnerships with government, community and commercial stakeholders, to achieve optimal outcomes consistent with operational and strategic plans
- Develop specifications and manage procurement for specialist services, ensuring all work is completed to appropriate standards and meets regulatory requirements and is in accordance with company policy
- Ensure appropriate systems and policies are in place and maintained to develop and allocate community development and housing support services in line with the NBY Strategic Plan
- Manage, monitor and report on the performance of community development programs and projects
- Develop and maintain systems to ensure risks are identified and managed in line with NBY's risk management framework
- Develop and maintain systems to collect and manage records in line with NBY's records management framework, privacy policies and relevant legislation
- Provide operational support and guidance to the Community Development team

#### **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**

- Community development strategies and initiatives are developed, reviewed and implemented in alignment with NBY's Strategic plan
- An organisational culture is built and sustained in alignment with NBY values

#### **COMMUNITY DEVELOPMENT**

- Appropriate systems and policies are in place and maintained to develop and allocate community and cultural services in line with the NBY Strategic Plan
- Resource management and operational plans for NBY community and cultural services are up to date
- Mutually beneficial partnerships achieved with government, community and commercial stakeholders, and achieving optimal outcomes for the Yawuru community
- NBY's interests are represented in external negotiations and activities in line with NBY's approved strategic direction
- Systems and developed to ensure risks are identified and managed in line with NBY's risk management framework
- Systems are in place to collect and manage records in line with NBY's records management framework, privacy policies and relevant legislation

#### **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**

8. Holds or is actively working towards relevant tertiary qualifications in community development or related field;
9. Substantial experience in community service delivery and management, preferably working with Aboriginal people ;
10. High level communication skills to engage and negotiate effectively with a wide range of people, including directors, policy makers, senior executives, government agencies and other stakeholders, in order to develop effective partnerships and working relationships;

11. Ability to deliver projects to agreed specification for time, cost and scope;
12. Conceptual and leadership abilities to translate Nyamba Buru Yawuru's corporate vision into strategic community services and benefits;
13. Extensive team management ability with experience in leading and supporting a large team; and
14. Knowledge and understanding of Aboriginal and Torres Strait Islander people, cultures and issues affecting them.

#### DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

3. Knowledge and understanding of Yawuru, culture and values; and
4. Experience working in culturally diverse workplaces.

#### 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.

Assistant Manager - Community Development: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

COO: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

