

JOB HIGHLIGHTS PACK

Role:	Mabu Yawuru Ngan-ga Coordinator
Department:	Community Development
Reports to:	Manager Community Development
Direct Reports:	2 -4 staff
Location:	55 Reid Rd, Broome WA
Contract Type:	Fixed Term, Full time, 1 year

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 Mabu Yawuru Ngan-ga Coordinator is responsible for coordinating and promoting learning of the Yawuru language through the Mabu Yawuru Ngan-ga language centre, including managing the administration of the centre.

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. Experience in effectively leading teams in community service, education, training or other relevant discipline
2. Knowledge and experience in developing effective learning programs and educational materials
3. Strong organisational skills including the ability to manage competing priorities and deliver a range of projects to agreed specifications for time, cost and scope
4. High level interpersonal and communication skills to develop good working relationships with internal and external stakeholders, including Yawuru speakers and the broader community
5. Ability to transfer knowledge to build skills and capacity within the team
6. Proficient word processing and data entry and analysis skills using Microsoft Office along with the ability to use document management systems

DESIRABLE SELECTION CRITERIA

1. Post-secondary qualification and/or equivalent experience in language teaching, education, training or other relevant discipline
2. Fluent Yawuru speaker
3. Previous knowledge of barriers faced by Yawuru people and the Yawuru community as a whole

BENEFITS OF WORKING FOR NYAMBA BURU YAWURU



Contribute to the success of Broome's Traditional Owner Group



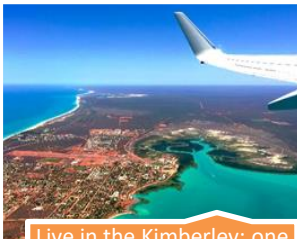
Generous salary packaging



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

Salary

An attractive salary package plus 10% Superannuation is offered

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/>

Leave

4 weeks annual 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 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 and addressed to:

Manager Human Resources and Organisational Development
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

Should you require further information relating to this position or process, we welcome your call on (08) 9192 9609.

Applications for this position close **5pm Friday 17th September 2021.**

POSITION	LOCATION	REPORTING RELATIONSHIP
Mabu Yawuru Ngan-ga Coordinator	Broome, Western Australia	Reports to the Manager Community Development

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LINE MANAGEMENT RESPONSIBILITIES

- Walalangga Facilitators
- Yawuru Ngan-ga Specialists
- Yawuru Ngan-ga Assistant

COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- NBY management team
- Internal NBY colleagues
- NBY program participants and community members

KEY RESPONSIBILITIES

LEADERSHIP

- Lead the continuous improvement of Mabu Yawuru Ngan-ga language centre systems and activities
- Develop and maintain systems to enable accurate and timely reporting to the Manager - Community Development
- Engage with stakeholders to identify new initiatives and implement change
- Build and sustain an organisational culture in alignment with NBY’s values
- Effectively communicate the organisation’s strategic direction and team expectations
- Provide coaching and mentoring to staff within the organisation

ADMINISTRATION

- Manage the administration of bookings and programs
- Coordinator / administer finances for the Language Centre
- Apply for further funding and manage funding requirements, including acquittals
- Assist Walalangga Facilitators in the development of new programs as required
- Conduct reporting requirements or complete management reports, in line with funding body or grant requirements
- Other Administrative functions as required

YAWURU LANGUAGE

- In consultation with Yawuru language specialists develop, implement and maintain educational systems, programs and resources to support learning of the Yawuru language
- Participate in design and development of innovative programs to promote widespread adoption of the language
- In consultation with Yawuru language specialists systematically develop, implement and maintain systems to accurately collect and curate an archive of language resources for future production of a Yawuru dictionary and language website
- Develop and maintain systems to ensure smooth day-to-day management of the Mabu Yawuru Ngan-ga language centre
- In conjunction with the Manager - Community Development , as required, develop specifications and coordinate procurement for specialist services, ensuring all work is completed to appropriate standards and meets regulatory requirements while providing appropriate value for money

- Represent NBY in relevant forums and foster strong and effective relationships with key stakeholders, including the Yawuru community, external service providers, government regulators and funders
- In collaboration with the Manager - Community Development , manage budgets and develop and maintain systems to ensure accurate and timely financial records
- Develop and maintain systems to collect and manage records in line with NBY's records management framework, privacy policies and relevant legislation
- Develop and maintain systems to identify and manage risks, in line with NBY's risk management framework

INDIVIDUAL COMMITMENT

- Actively embrace and integrate NBY's vision, mission and values into the role, and model appropriate behaviours
- Works 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

- Contributes meaningfully to NBY, building and sustaining an organisational culture in alignment with its values

YAWURU LANGUAGE

- Appropriate systems, programs and resources are in place to support widespread learning and adoption of Yawuru language in line 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. Experience in effectively leading teams in community service, education, training or other relevant discipline
2. Knowledge and experience in developing effective learning programs and educational materials
3. Strong organisational skills including the ability to manage competing priorities and deliver a range of projects to agreed specifications for time, cost and scope
4. High level interpersonal and communication skills to develop good working relationships with internal and external stakeholders, including Yawuru speakers and the broader community
5. Ability to transfer knowledge to build skills and capacity within the team
6. Proficient word processing and data entry and analysis skills using Microsoft Office along with the ability to use document management systems

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Post-secondary qualification and/or equivalent experience in language teaching, education, training or other relevant discipline
2. Fluent Yawuru speaker
3. Previous knowledge of barriers faced by Yawuru people and the Yawuru community as a whole

PRE-EMPLOYMENT REQUIREMENTS

1. Current 'C' Class driver's licence
2. National police clearance