

JOB HIGHLIGHTS PACK

Role:	Manager – Human Resources & Organisational Development
Department:	Executive Services
Reports to:	Deputy CEO
Direct Reports:	HR Officer
Location:	55 Reid Rd, Broome WA
Contract Type:	Fixed Term, Full time, 3-5 years

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 Manager - Human Resources & Organisational Development is responsible for leading, building, delivering and maintaining sustainable people practices and processes; as well as providing expert advice and support on all people related initiatives and matters within the organisation.

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. Qualifications in HR Management, Industrial Relations, Organisational Development or similar;
2. Experience in a senior generalist human resources role with demonstrated awareness of contemporary and relevant trends and issues in SHRM
3. An allegiance toward, knowledge and understanding of Aboriginal and Torres Strait Islander people, cultures and issues affecting them
4. Demonstrated understanding of employment legislation.
5. Experience working in culturally diverse workplaces
6. Demonstrated ability to effectively manage both physical and financial resources to achieve NBY’s strategic objectives.
7. Proven leadership, communication and negotiation skills.
8. Coaching skills and experience with proven ability to work effectively and influence management
9. Strong written and verbal skills, with experience in high level HR documentation
10. Strong knowledge and experience with Microsoft Office program

DESIRABLE SELECTION CRITERIA

1. Understanding of workplace health and safety legislation and requirements;
2. Membership with the Australian Human Resources Institute
3. Experience working in an NGO or not-for-profit

BENEFITS OF WORKING FOR NYAMBA BURU YAWURU



Contribute to the success of Broome's Traditional Owner Group



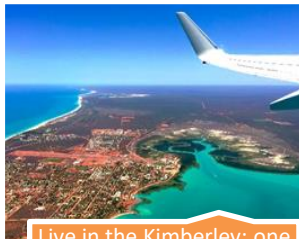
Generous salary packaging



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

5 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 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 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. Resume/ CV
4. Statements addressing the selection criteria

Please note that the recruitment of this role is being managed by a part-time resource. Should you require further information relating to this position or process, please email recruitment@yawuru.org.au and we will endeavour to get back to you as soon as possible.

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

POSITION	LOCATION	REPORTING RELATIONSHIP
Manager – Human Resources & Organisational Development	Broome, Western Australia	Reports to the Deputy CEO
ORGANISATIONAL CONTEXT		
<p style="text-align: center;"><i>“Making mabu liyan real for all, always”</i> <i>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 Manager - Human Resources & Organisational Development is responsible for leading, building, delivering and maintaining sustainable people practices and processes; as well as providing expert advice and support on all people related initiatives and matters within the organisation.</p>		
LINE MANAGEMENT RESPONSIBILITIES		COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES
HR Officer		<ul style="list-style-type: none"> • NBY Board • CEO & Deputy CEO • NBY management team • Internal NBY colleagues • Public and external stakeholders
KEY ACTIVITIES AND TASKS		
<p>LEADERSHIP</p> <ul style="list-style-type: none"> • Provide strategic advice to the CEO, DCEO and the NBY Board on all aspects of HR and Organisational Development issues • Anticipate future challenges likely to impact the delivery of the Human Resource operations which contribute to achieving NBY’s goals • Develop, review, and implement strategies and systems for Human Resources which are aligned with NBY’s strategic plan • Lead the continuous improvement of NBY’s HR and Organisational Development services activities • Develop accurate and timely reporting to the executive and management teams and the Board • Engage with stakeholders to identify new initiatives and implement change • 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>HUMAN RESOURCES</p> <ul style="list-style-type: none"> • Set the direction for the human resources function, embedding a fit for purpose approach to processes and systems • Develop, manage and oversee Human Resource policies and practices throughout the organisation to ensure appropriate compliance with contemporary industrial standards and alignment with NBY Strategic Plan • Establish, deliver and monitor essential HR functions including: <ul style="list-style-type: none"> ○ Recruitment and Selection 		

- Onboarding
- Learning & Development
- Performance Management
- Remuneration and Reward
- Succession Planning
- Employee Wellbeing
- Inclusion and Diversity
- Employee Relations Advice and Support
- Termination
- Provide specialist HR guidance and mentoring support to NBY colleagues, as required

ORGANISATIONAL DEVELOPMENT

- Design and deliver Organisational Development strategies, processes, interventions and initiatives that support NBY's ambition to be a high performing organisation where valuing learning, continuous improvement and diversity are the norm.
- Lead management of change models / processes for significant organisation change processes
- Maintain integrity of current organisation design, structure and roles.

WORKPLACE HEALTH AND SAFETY

- Ensure compliance with relevant Health and Safety laws.
- Establish and manage the following WHS services to the business:
 - Workers Compensation
 - Health & Wellbeing initiatives
 - Injury management (including return to work management)
 - Employee Assistance Program (EAP)

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 2009, Occupational Health and Safety Act (1984) and the Equal Opportunity Act 1984.
- Continuously identify opportunities for improvement.

KEY OUTCOMES OF THIS POSITION

LEADERSHIP

- Human Resource policies and procedures are developed, implemented and aligned with NBY's strategic plan and Yawuru values.
- An organisational culture is built and sustained in alignment with NBY values.

HUMAN RESOURCES

- Optimised delivery of essential HR functions.
- Application of contemporary workplace developments and trends
- Understanding and application (where appropriate) of contemporary and relevant human resource and organisational development trends and issues.
- Establishment and maintenance of appropriate employee/employer relations and communications.
- Specialist HR guidance, coaching and / or mentoring support to NBY colleagues, as required.
- Mediation and/or disputes processes across all levels within the organisation managed appropriately.

- Succession Plans in place for critical roles

ORGANISATIONAL DEVELOPMENT

- NBY is recognised as a high performing organisation with a positive workplace culture
- NBY's Human Resources are aligned with and contribute towards business priorities and strategic objectives.

WORKPLACE HEALTH AND SAFETY

- Work and non-work-related injuries and or illnesses are managed in a timely and respectful manner.
- Leaders understand their health and safety obligations
- Health and wellbeing initiatives contribute towards the performance and liyan of staff

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

11. Qualifications in HR Management, Industrial Relations, Organisational Development or similar;
12. Experience in a senior generalist human resources role with demonstrated awareness of contemporary and relevant trends and issues in SHRM
13. An allegiance toward, knowledge and understanding of Aboriginal and Torres Strait Islander people, cultures and issues affecting them
14. Demonstrated understanding of employment legislation.
15. Experience working in culturally diverse workplaces
16. Demonstrated ability to effectively manage both physical and financial resources to achieve NBY's strategic objectives.
17. Proven leadership, communication and negotiation skills.
18. Coaching skills and experience with proven ability to work effectively and influence management
19. Strong written and verbal skills, with experience in high level HR documentation;
20. Strong knowledge and experience with Microsoft Office programs

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Understanding of workplace health and safety legislation and requirements;
2. Membership with the Australian Human Resources Institute
3. Experience working in an NGO or not-for-profit

PRE-EMPLOYMENT REQUIREMENTS

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