

JOB HIGHLIGHTS PACK

Role:	Governance Officer
Department:	Executive Services
Reports to:	General Counsel
Direct Reports:	Nil
Location:	55 Reid Rd, Broome WA
Contract Type:	Fixed-term (2 years), 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

In accordance with Yawuru’s Corporate Strategy and under the direction of the General Counsel/ Company Secretary, NBY’s Governance Officer is responsible for providing high level governance support to the Boards of the Yawuru Corporate Group. 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. Previous experience as an Governance Officer or other relevant role
2. High level written, oral and interpersonal communication skills to engage with a wide range of people, including Board members, senior executives, management, staff, members, Yawuru community and other stakeholders
3. Effective organisational and time management skills to handle multiple Board Meetings, prioritise work and meet deadlines
4. Ability to work within a team and develop the capacity of others, demonstrating flexibility and a willingness to actively contribute towards achieving NBY’s overall strategies
5. Ability to be proactive, organised, build good relationships with work colleagues, chairpersons, executive management, directors, members and the Yawuru community.
6. Advanced skills using Microsoft Office along with the knowledge and ability to use document management systems

DESIRABLE SELECTION CRITERIA

1. Post-secondary qualification or equivalent experience in business or other relevant discipline
2. Previous knowledge of barriers faced by Yawuru people and the Yawuru community as a whole.
3. Awareness of requirements, trends and issues relating to corporate governance
4. Experience developing communication materials and in public speaking

BENEFITS OF WORKING FOR NYAMBA BURU YAWURU



Contribute to the success of Broome's Traditional Owner Group



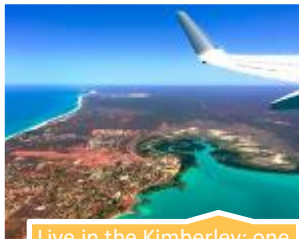
Generous salary packaging



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 and addressed to:

General Counsel/ Company Secretary
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

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, 9th March 2018.

POSITION	LOCATION	REPORTING RELATIONSHIP
Governance Officer	Broome, Western Australia	Reports to General Counsel

ORGANISATIONAL CONTEXT

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PRIMARY FUNCTION

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LINE MANAGEMENT RESPONSIBILITIES

- Nil

COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- NBY, PBC and MMY Boards
- CEO & COO
- General Counsel
- NBY management team
- Internal NBY colleagues
- NBY’s external stakeholders

KEY RESPONSIBILITIES

LEADERSHIP

- As an important point of contact for the Boards of the Yawuru Corporate Group, actively set an example for other staff in the organisation by modelling appropriate behaviours in line with NBY’s values and code of conduct

GOVERNANCE

- In collaboration with the General Counsel, develop and maintain internal systems to liaise with Chairpersons, Directors, Executive, Board subcommittees, members and third parties as required in order to coordinate Board meetings and other Board activities
- Develop and maintain internal systems to ensure smooth governance processes
- Prepare agendas and distribute Board papers and associated documentation for Board meetings and sub-committee meetings within set timeframes
- Record and distribute minutes of Board meetings and other meetings and communicate resolutions for action, and record follow up actions as required
- Develop and maintain systems to manage records such as meeting minutes, emails, mail, reports, and files, in line with NBY’s records management policies and processes
- In consultation with the General Counsel and executive team, attend to execution of corporate compliance activities, including coordination of the annual general meeting of the Yawuru PBC, Murra Mala Yawuru Pty Ltd and Nyamba Buru Yawuru Ltd, compliance reporting to ASIC, ACNC and ORIC
- Provide high levels of customer service to the Boards, ensuring all verbal and written enquiries and correspondences are acknowledged and actioned in a professional and timely manner

- Facilitate and maintain positive communication channels between the Board, the Chairs, CEO, COO, the rest of the organisation and members as required to facilitate smooth functioning of operations.
- Contribute towards the continuous improvement of NBY's Governance administrative systems and activities
- Provide cover for Executive Assistant during peak periods and periods of absence where required
- Other activities as directed

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 and implement opportunities for improvement

KEY OUTCOMES OF THIS POSITION

LEADERSHIP

- NBY builds and sustains an organisational culture in alignment with its values

GOVERNANCE

- Reliable, efficient systems are in place to ensure corporate governance activities are administered and records maintained in line with relevant constitutional, policy and legislative requirements
- All stakeholders receive a high standard of professional, courteous and efficient customer service.

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. Previous experience as an Governance Officer or other relevant role
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DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

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3. Awareness of requirements, trends and issues relating to corporate governance

PRE-EMPLOYMENT REQUIREMENTS

1. Current 'C' Class driver's licence
2. National police clearance
3. Compliance with COVID vaccination directions