

JOB HIGHLIGHTS PACK

Role:	Senior Housing Officer
Department:	Executive Services
Reports to:	Senior Project Officer
Location:	55 Reid Rd, Broome WA
Contract Type:	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 Senior Housing Officer is responsible for supporting NBY’s housing services and projects, including the Yawuru Home Ownership Project, investment properties and Jalbi Jiya Housing Program.

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 project support, administration or other relevant role, preferably in Aboriginal housing.
2. Experience in case management and client support systems.
3. Proficient interpersonal, verbal and written communication skills to develop good working relationships with internal and external stakeholders and complete written reports as requested.
4. Proficient organisational skills including the ability to manage competing priorities and deliver activities to agreed specifications.
5. Proficient word processing and computing skills using Microsoft Office programs along with the ability to use document management systems.

Ability to work within a team, demonstrating flexibility and a willingness to actively contribute towards achieving NBY’s overall strategies.

DESIRABLE SELECTION CRITERIA

1. Experience in property management.
2. Post-secondary qualification and/or equivalent experience in a relevant discipline.

Previous knowledge of barriers faced by Aboriginal people and the Aboriginal community as a whole.

BENEFITS OF WORKING FOR NYAMBA BURU YAWURU



Contribute to the success of Broome's Traditional Owner Group



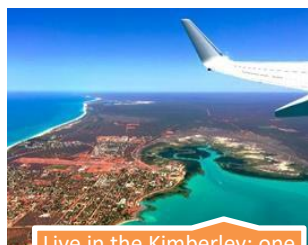
Generous salary packaging



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

BENEFITS:

Salary:

Attractive Salary Package plus 10% Superannuation

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.

Relocation Benefits:

Relocation benefits are offered for the removal of the successful applicant's furniture and belongings from their place of residence to Broome.

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>



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

Should you require further information relating to this position or process, we welcome your call on (08) 9192 9604.

POSITION	LOCATION	REPORTING RELATIONSHIP
Senior Housing Officer	Broome, Western Australia	Reports to the Senior Project Officer

ORGANISATIONAL CONTEXT

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People, land, culture, prosperity*

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PRIMARY FUNCTION

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LINE MANAGEMENT RESPONSIBILITIES	COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES
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<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> Senior Project Officer Chief Business Development Officer (CBDO) Chief Financial Officer (CFO) Foundation Housing Limited (FHL) North West Aboriginal Housing Fund (NWAHF) Internal NBY Colleagues NBY program participants and community members
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KEY RESPONSIBILITIES

PROGRAM ADMINISTRATION

- Provide case management and work collaboratively with tenants in the Jalbi Jiya Housing Program to transition to home ownership.
- Work collaboratively with NBY and key stakeholders, including the North-West Aboriginal Housing Fund (NWAHF) and Foundation Housing Ltd (FHL).
- Offer direction and instruction to FHL to best deliver services and ensure tenancies are managed in line with NBY direction and values.
- Develop and maintain administrative systems to support NBY’s Jalbi Jiya housing services.
- Adhere to all reporting and compliance requirements as per the Jalbi Jiya Head Agreement and Management Plan.
- Assist with development of annual work programs to meet KPIs.
- Monitor and report on property compliance as well as tenant and property finances.
- Ensure noted maintenance (including annual cyclical maintenance is completed).
- Ensure reliable, timely communication with program participants and other stakeholders, by handling phone-calls, organising meetings as required.
- Assist in coordinating advertising and media publications associated with the housing programs.
- Manage the tenancy for NBY investment properties.
- Provide high level service to staff, clients, visitors and other service users in line with NBY’s vision, mission and values.
- Ensure timely and efficient tenancy management, property maintenance, in accordance with maintenance plans, budgets and requests from tenants located in investment properties.
- Liaise with YHOP co-owners to provide support and compliance with agreements.
- Draft correspondence, policies and reports, as directed.
- Ensure invoices, purchase orders and accounts are generated and processed in line with NBY’s financial policies and processes.
- Ensure records are systematically managed in accordance with relevant NBY policies and processes.

- Assist clients/participants and community members with completing or interpreting documents.

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
- Continuously identify and implement opportunities for improvement

KEY OUTCOMES OF THIS POSITION

YAWURU HOUSING

- Holistic, innovative, integrated housing services are delivered to agreed specifications for time, cost and scope, in alignment with the Jalbi Jiya Head Agreement and Management Plan.
- Mutually beneficial partnerships are established and maintained with internal and external stakeholders enabling optimal outcomes for the Yawuru and broader Aboriginal community.

PROGRAM ADMINISTRATION

- Tenancy management is provided and dealt with in a professional and compliant manner.
- Program and financial records are managed efficiently in line with NBY policies, procedures and processes.
- Positive rapport and effective working relationships have been developed with internal and external stakeholders, internal staff and community members.

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

6. Experience in project support, administration or other relevant role, preferably in Aboriginal housing.
7. Experience in case management and client support systems.
8. Proficient interpersonal, verbal and written communication skills to develop good working relationships with internal and external stakeholders and complete written reports as requested.
9. Proficient organisational skills including the ability to manage competing priorities and deliver activities to agreed specifications.
10. Proficient word processing and computing skills using Microsoft Office programs along with the ability to use document management systems.
11. Ability to work within a team, demonstrating flexibility and a willingness to actively contribute towards achieving NBY's overall strategies.

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

3. Experience in property management.
4. Post-secondary qualification and/or equivalent experience in a relevant discipline.
5. Previous knowledge of barriers faced by Aboriginal people and the Aboriginal community as a whole.

PRE-EMPLOYMENT REQUIREMENTS

1. Current 'C' Class driver's licence
2. National police clearance
3. Current COVID Vaccination Certificate

CERTIFICATION

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

Senior Housing Officer: _____ Signature: _____ Date _____

CEO: _____ Signature: _____ Date _____