

JOB HIGHLIGHTS PACK

Role:	Office Administrator
Department:	Executive Services
Reports to:	Executive Officer
Direct Reports:	Nil
Location:	Broome WA
Contract Type:	Full time, maternity leave cover from 06/02/23 - 07/06/24

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 NBY Office Administrator is responsible for providing effective and efficient administrative support to all business units within the NBY Team, and for being the first point of contact for visitors and telephone calls - creating a positive, professional environment.

ESSENTIAL SELECTION CRITERIA

1. Experience in administration, reception or another relevant role, preferably in an Aboriginal organisation.
2. Well-developed interpersonal, verbal communication skills to develop good working relationships with internal and external stakeholders.
3. Well-developed written communication and IT skills.
4. Proficient organisational skills including ability to manage competing priorities and deliver to agreed specifications.
5. Proficient word processing and computing skills using Microsoft Office programs.
6. Ability to work within a team, demonstrating initiative, flexibility, and a willingness to actively contribute towards achieving NBY’s overall strategies.

DESIRABLE SELECTION CRITERIA

1. Qualification and/or equivalent experience in a relevant discipline.
2. Experience with document management systems.
3. Previous knowledge of barriers faced by Yawuru people and the Yawuru community as a whole.
4. Basic experience in communicating on social media platforms.

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 Go1 training platform

Salary:

An Attractive Salary package plus 10.5% 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 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 including a cover letter addressing the selection criteria and your CV.

Should you require further information relating to this position or process, we welcome your call on (08) 9192 9600 and ask for Henrik Loos, Manager Human Resources & Organisational Development.

Applications for this position close **Friday, 3rd February 2023.**

POSITION	LOCATION	REPORTING RELATIONSHIP
Office Administrator	Broome, Western Australia	Reports to the Executive Officer

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 helps to provide social, cultural, environmental and financial sustainability for the future of Yawuru people.

PRIMARY FUNCTION

The NBY Office Administrator is responsible for providing effective and efficient administrative support to all business units within the NBY Team, and for being the first point of contact for visitors and telephone calls - creating a positive, professional environment.

LINE MANAGEMENT RESPONSIBILITIES

- Nil

COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- Executive Officer
- NBY Management team
- All business unit employees
- External NBY customers and stakeholders

KEY RESPONSIBILITIES

RECEPTION / CUSTOMER SERVICE

- Provide professional and efficient communications and customer service to all NBY Stakeholders and public via phone and in person.
- Record and address issues raised and refer to relevant employee.
- Ensure records are systematically managed in accordance with relevant NBY policies and processes.
- Assist in the induction of new staff and foster positive professional relationships with team members and clients.

ADMINISTRATION SUPPORT / EVENT MANAGEMENT

- Maintain Meeting Room calendars and arrange meetings as required.
- Monitor meetings daily and ensure Meeting Rooms, Board Room, Reception area and Kitchen are maintained and presentable at all times.
- Assist all business units with producing correspondence, policies, and reports, as directed.
- Assist all business units with any ad hoc or maintenance of relevant departmental filing systems.
- Reconcile Mail account including maintain Incoming and outgoing Mail register.
- Monitor Pool Vehicle usage and ensure procedures are followed.
- Ensure vehicle maintenance processes are followed.
- Perform monthly accounting reconciliations and Produce Purchase Orders for business units as required.
- In conjunction with the Executive Officer, develop and maintain NBY’s administrative systems in line with NBY’s policies, procedures and processes.
- Monitor and maintain Stationery and Kitchen supplies.

FACILITY MAINTENANCE

- Liaise with Facilities Maintenance Officer daily to address any maintenance issues.
- Maintain register of Maintenance Issues.
- Assist all business units to ensure timely and efficient management of NBY’s physical office resources.

- Oversee, coordinate, and communicate with Managers and staff to ensure professional presentation and smooth office operations.
- Diligently maintain and keep up the work space to ensure a clean, professional and safe work environment.

SOCIAL MEDIA AND COMMUNICATIONS

- Update and maintain Facebook and other social media channel (as required) communication in a concise, timely and professional manner as required.

INDIVIDUAL COMMITMENT

- Provide a high-level service to staff, clients, visitors, and other stakeholders in line with NBY's vision, mission and values.
- 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

ADMINISTRATION

- Positive rapport and effective working relationships have been developed with internal and external stakeholders.
- Administrative support is provided to enable achievement of strategic objectives.
- NBY's physical resources are maintained and presentable for internal and external stakeholders.
- Records are managed efficiently in line with NBY policies, procedures, and processes.

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 administration, reception or another relevant role, preferably in an Aboriginal organisation.
2. Well-developed interpersonal, verbal communication skills to develop good working relationships with internal and external stakeholders.
3. Well-developed written communication and IT skills.
4. Proficient organisational skills including ability to manage competing priorities and deliver to agreed specifications.
5. Proficient word processing and computing skills using Microsoft Office programs.
6. Ability to work within a team, demonstrating initiative, flexibility, and a willingness to actively contribute towards achieving NBY's overall strategies.

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Qualification and/or equivalent experience in a relevant discipline.
2. Experience with document management systems.
4. Previous knowledge of barriers faced by Yawuru people and the Yawuru community as a whole.
5. Basic experience in communicating on social media platforms.

PRE-EMPLOYMENT REQUIREMENTS

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