

## JOB HIGHLIGHTS PACK

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<b>Role:</b>	<b>Executive Officer</b>
<b>Department:</b>	Executive Services
<b>Reports to:</b>	CEO & General Counsel
<b>Direct Reports:</b>	2
<b>Location:</b>	55 Reid Rd, Broome WA
<b>Contract Type:</b>	Permanent, 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 helps to provide social, cultural, environmental and financial sustainability for the future of Yawuru people.

### PRIMARY FUNCTION

The Executive Officer provides a range of high-level executive, secretariat, and project support services to the CEO and the Executive Team and under the direction of the General Counsel to the Boards of the Yawuru Corporate Group.

### ESSENTIAL SELECTION CRITERIA

1. Relevant qualifications or equivalent experience in Business Management, Governance, Law, Policy, Communication or other related discipline, preferably working with Aboriginal people
2. Strong organisational skills including the ability to manage competing priorities and deliver a range of projects to agreed specifications for time, cost and scope
3. Highly developed written, oral and interpersonal skills to engage, influence, negotiate and communicate effectively with internal and external stakeholders
4. Conceptual and analytical skills to research and write reports, papers and submissions and make recommendations to deliver practical, innovative solutions to complex problems
5. Ability to work collaboratively by participating and contributing to team work and team activities
6. Ability to work well under pressure
7. Demonstrated ability in policy development and analysis
8. Proficient in the use of MS Office programs

### DESIRABLE SELECTION CRITERIA

1. Knowledge and understanding of Yawuru people, culture and issues affecting them
2. Previous knowledge of barriers faced by Yawuru people and the Yawuru community as a whole
3. Existing networks and connections within public policy and/or media

## 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](mailto:recruitment@yawuru.org.au) including the following:

1. Cover Letter
2. Resume / CV

Should you require further information relating to this position or process, we welcome your call on (08) 9192 9604 or ask for Bronwyn Clark, Manager Human Resources & Organisational Development at Reception.

**Applications close at 5pm Thursday 16 May 2024**



POSITION	LOCATION	REPORTING RELATIONSHIP
Executive Officer	Broome, Western Australia	CEO & General Counsel

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#### LINE MANAGEMENT RESPONSIBILITIES

- Receptionist
- Facilities Maintenance Officer

#### COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- CEO, General Counsel & COO
- NBY Executive Team
- NBY, PBC & MMY Boards
- NBY Subsidiaries
- Internal NBY colleagues
- External stakeholders

#### KEY RESPONSIBILITIES

##### LEADERSHIP

- Provide high level, professional support to the CEO, Yawuru Corporate Group (YCG) Chairs and the Executive Team
- As an important point of contact for the Boards of the YCG, actively set an example for other staff in the organisation by modelling appropriate behaviours in line with NBY’s values and code of conduct

##### EXECUTIVE ASSISTANCE

- Provision of high-level administrative and secretariat support to the CEO and YCG Chairmen including management of Executive calendars to ensure effective allocation of CEO, Chairmen and Executive Team resources
- Participate in the delivery of corporate and strategic objectives; supporting the CEO and Executive Team on assigned projects, preparing reports, correspondence and presentations; and overseeing decisions nominated by the CEO
- Provide high levels of stakeholder management, ensuring all verbal and written enquiries are acknowledged and actioned in a professional and timely manner
- Develop and maintain data and record management systems
- Coordinate through relevant staff, organisation activities requiring participation, involvement and responses by the CEO, including speeches, participation in civic events and responses to stakeholders
- Manage key events and effectively engage stakeholders hosted by the CEO
- Provide high level customer service to both internal and external stakeholders with respect to CEO operational requirements



- Generate high level correspondence for CEO endorsement prior to distribution to key external stakeholders
- Facilitate and maintain positive communication between the Executive Team and the rest of the organisation to facilitate smooth implementation of Executive instruction
- Support the implementation of staff reward and recognition programs, namely the CEO recognition awards
- Manage any travel requests and itineraries of the CEO, YCG Chairs and Executive Team
- Any other reasonable duties as directed by the CEO

#### **GOVERNANCE**

- Provide administrative support for Board meetings, including preparing agendas, minutes and collating and distributing Board papers and associated documentation within set timeframes
- In collaboration with the General Counsel, maintain internal systems for effective administration of Yawuru Corporate Group including coordinating Board meetings, Board subcommittees and third parties as required
- Maintain efficient filing of Board documents
- Assist General Counsel and Executive Team with corporate compliance, including coordination of annual general meetings of the Yawuru PBC, Murra Mala Yawuru Pty Ltd and Nyamba Buru Yawuru Ltd, and reporting requirements
- Facilitate and maintain effective and professional communication between the Boards, the Executive Team and internal staff
- Contribute towards the continuous improvement of NBY's Governance administrative systems and activities
- Manage any travel requests, itineraries and timesheets of the YCG Directors
- Manage all aspects of booking of venues, set up and catering requirements for all board meetings and events held by the YCG

#### **ADMINISTRATION**

##### **RECEPTION**

- Oversee Office Administration/Reception staff to ensure reception is adequately managed and developed to provide a high standard service to internal and external stakeholders
- Complete Janyba Time for direct reports, ensuring reception is successful and any performance issues are adequately managed in consultation with HR
- Support capacity building initiatives which create high quality front of house services

##### **GENERAL & OFFICE MANAGEMENT**

- Oversee maintenance and facilities management of NBY Office inclusive of all buildings at 55 Reid Road
- Manage budget and procurement of office equipment, consumables and stationery
- Be the primary contact for the IT service provider and maintain the NBY IT Register
- Be the primary contact for the security and access of NBY Office during and after hours
- Support the development of a central administration service in NBY Office
- Manage, monitor and report on the performance of administration activities and initiatives including centralised administration services
- In consultation with management, develop, maintain and continually improve policies and procedures relating to procurement, care, maintenance and management of NBY's office
- Ensure consistent and effective administrative systems and policies are developed, implemented and reviewed across the organisation in alignment with NBY's strategic plan and best practice corporate governance
- Ensure consistent, effective, efficient record management systems are developed, implemented and reviewed across the organisation



### 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
- Ensure compliance across the business in relation to relevant policies and procedures
- 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

#### EXECUTIVE ASSISTANCE

- NBY's CEO, YCG Chairs and the Executive Team receive high quality, professional support to ensure their time is used efficiently and effectively, and they are able to deliver maximum value to the organisation, as outlined in the NBY Strategic Plan
- Administrative support and records management adhere to NBY's policies, procedures and work standards
- Identified projects are coordinated and delivered to agreed specifications
- All stakeholders receive a high standard of professional, courteous and efficient customer service

#### 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.

#### ADMINISTRATION

- Consistent, efficient corporate service systems are developed, implemented and monitored to support the achievement of NBY's Strategic Plan and Executive instruction.

#### 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

9. Relevant qualifications or equivalent experience in Business Management, Governance, Law, Policy, Communication or other related discipline, preferably working with Aboriginal people
10. Strong organisational skills including the ability to manage competing priorities and deliver a range of projects to agreed specifications for time, cost and scope
11. Highly developed written, oral and interpersonal skills to engage, influence, negotiate and communicate effectively with internal and external stakeholders
12. Conceptual and analytical skills to research and write reports, papers and submissions and make recommendations to deliver practical, innovative solutions to complex problems
13. Ability to work collaboratively by participating and contributing to team work and team activities
14. Ability to work well under pressure
15. Demonstrated ability in policy development and analysis
16. Proficient in the use of MS Office programs

#### DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

4. Knowledge and understanding of Yawuru people, culture and issues affecting them
5. Previous knowledge of barriers faced by Yawuru people and the Yawuru community as a whole
6. Existing networks and connections within public policy and/or media

#### PRE-EMPLOYMENT REQUIREMENTS

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