

JOB HIGHLIGHTS PACK

Role:	Environmental Services (ES) Support Officer
Department:	Environmental
Services Reports to:	ES Manager
Direct Reports:	Nil
Location:	55 Reid Rd, Broome WA
Contract Type:	Full-Time / Fixed-Term

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 Environmental Services (ES) Support position is responsible for providing a range of administrative, project, and operational support to the ES Manager and the Environmental Services team. This includes assisting with planning and coordination of activities, preparing documents and reports, maintaining records, supporting communication with stakeholders, and helping to ensure the smooth delivery of environmental and joint management programs. The role requires strong organisational skills, attention to detail, and the ability to work collaboratively in a dynamic team environment.

ESSENTIAL SELECTION CRITERIA

1. Demonstrated experience in administration or a related discipline, with the ability to coordinate and prioritise tasks across multiple projects.
2. Strong organisational skills and the ability to manage competing priorities in a dynamic environment.
3. Well-developed interpersonal and communication skills to build effective working relationships with internal and external stakeholders, including YPC, MMB, Yawuru PCWG, MMBWG members, and the NBY ES team.
4. Ability to share knowledge and build skills and capacity within the team.
5. High-level written skills, including the ability to prepare clear, concise reports, meeting agendas, minutes, and briefing papers.
6. Proficient in Microsoft Office, with advanced word processing, data entry, and analysis skills, and experience using document management systems.

DESIRABLE SELECTION CRITERIA

1. An understanding of the Yawuru community and culture, and a demonstrated respect for cultural protocols.

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



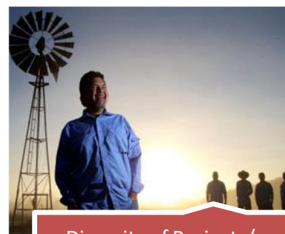
Learn Yawuru Language



Work with Yawuru Traditional Owners



Involvement with Community at Community Events



Diversity of Projects/ Work Opportunities



Unlimited access to GO1 training platform

Salary 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/>

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 16,222, 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 Bronwyn Clark, Manager Human Resources & Organisational Development.

Applications for this position close at **5:00pm 14 July 2025**

NBY reserves the right to close this vacancy prior to the advertised closing date if a sufficient number of suitable applications are received.



POSITION	LOCATION	REPORTING RELATIONSHIP
Environmental Services (ES) Support Officer	Broome, Western Australia	Reports to the Manager –Environmental Services Unit

ORGANISATIONAL CONTEXT

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LINE MANAGEMENT RESPONSIBILITIES	COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES
NIL	<ul style="list-style-type: none"> • Environmental Services (ES) Manager • LAS Subcommittee and Cultural Reference Group • Environmental Services Team • Yawuru community • Non-Yawuru stakeholders • Local, State, and Commonwealth Government staff

KEY RESPONSIBILITIES of POSITION

LEADERSHIP

- As the main point of contact for the Environmental Services (ES) Manager, actively set an example for all other staff in the ES Unit, by modelling appropriate behaviours in line with NBY’s values and code of conduct.
- Plan and coordinate operational support for the ES team

ADMINISTRATION

- Provide operational support to the ES manager and the ES team and coordinate efficiencies by streamlining and standardising administrative systems and eliminating duplication, in line with relevant NBY policies.
- Ensure consistent, effective and efficient record management systems are used or developed, implemented and reviewed across the ES Unit consistent with broader systems in NBY.
- Provide high level service to staff, clients, other stakeholders by ensuring that all enquiries are acknowledged and actioned in a professional and timely manner.
- Develop and maintain systems to collate and manage records such as meeting minutes, emails, mail, reports and files for the ES Unit.
- To maintain and keep up to date Pulse Check Records and all relevant registers. (Grant Register, Consultants Register, Invoice Request Form Register, issues for presentation to PBC and subcommittees, current projects etc.

- Co-ordinate regular schedule for ES staff Work Plans and provide to the LAS Manager as requested.
- Manage and maintain the calendars of the ES Manager and other members of the ES team, including plan and prepare for all meetings and other events, provide reminders and liaise with stakeholders, prepare materials as required.
- Assist the ES team with projects, budgeting, reporting, travel logistics, timesheets and operational matters, as required.
- Co-ordinate regular Land and Sea meetings including setting dates, arranging agenda in liaison with ES team, venue, catering, invite lists, room set up and pack down and taking minutes.
- Provide administrative and governance support to the Yawuru members of the joint Management Bodies of the Yawuru Conservation Estate and the Environmental Services (ES) staff engaged in the joint management program.

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; and continuously identify opportunities for improvement.

ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

1. Demonstrated experience in administration or a related discipline, with the ability to coordinate and prioritise tasks across multiple projects.
2. Strong organisational skills and the ability to manage competing priorities in a dynamic environment.
3. Well-developed interpersonal and communication skills to build effective working relationships with internal and external stakeholders, including YPC, MMB, Yawuru PCWG, MMBWG members, and the NBY ES team.
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DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. An understanding of the Yawuru community and culture, and a demonstrated respect for cultural protocols.

PRE-EMPLOYMENT REQUIREMENTS

1. Current 'C' Class driver's licence
2. National police clearance
3. Willingness to be fully vaccinated against COVID and willingness to provide evidence to the employer

CERTIFICATION

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

ES Support Officer: _____ Signature: _____ Date _____

Approved Delegate: _____ Signature: _____ Date _____