

## JOB HIGHLIGHTS PACK

<b>Role:</b>	<b>Impact, Evaluation &amp; Communications Lead</b>
<b>Department:</b>	Corporate
<b>Reports to:</b>	Executive Strategy, Research & Policy
<b>Direct Reports:</b>	Nil
<b>Location:</b>	55 Reid Rd, Broome WA
<b>Contract Type:</b>	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 Executive Strategy, Research & Policy leads the development and delivery of strategic policy frameworks, research initiatives, and government relations that advance the organisation's mission, advocacy agenda, and long-term goals. This role drives evidence-based decision-making, policy reform, and strategic positioning that aligns with cultural governance, economic development, and community-led outcomes.

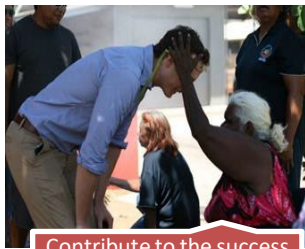
### ESSENTIAL SELECTION CRITERIA

1. Tertiary qualifications in communications, evaluation, social research, public policy, or related fields.
2. Experience leading evaluation, impact, or performance reporting in complex organisations.
3. Proven ability to manage systems and projects to deliver timely and accurate reporting of outcomes and impacts.
4. Strong understanding of Indigenous values-based frameworks such as the Mabu Liyan Framework.
5. Excellent communication and storytelling skills, including experience producing culturally appropriate content.
6. High-level stakeholder engagement skills and cross-cultural competency.
7. Proficiency in reporting and communication tools (e.g., Power BI, Excel, Adobe, Canva, SharePoint).

### DESIRABLE SELECTION CRITERIA

1. Knowledge of the Kimberley region and its socio-political landscape especially in Yawuru Country.
2. Experience working in or alongside Aboriginal communities or organisations.
3. Familiarity with co-design, developmental evaluation, or participatory research methods.
4. Knowledge of philanthropic, government, or community sector reporting requirements.
5. Graphic design, digital content creation, or social media engagement experience.
6. Understanding of the Kimberley context and the cultural significance of Mabu Liyan.

## 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](mailto: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 3 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
Impact, Evaluation & Communications Lead	Broome, Western Australia	Executive Strategy, Research & Policy
<b>ORGANISATIONAL CONTEXT</b> <p><i>“Making mabu liyan real for all, always” People, land, culture, prosperity</i></p> <p>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.</p>		
<b>PRIMARY FUNCTION</b> <p>The Impact, Evaluation &amp; Communications Lead is responsible for designing and delivering frameworks that measure the organisation’s performance, promote transparency, and communicate outcomes to internal and external stakeholders. A key focus of the role is to implement and embed the <b>Mabu Liyan Framework</b> to ensure that impact is measured in ways that reflect community values, cultural wellbeing, and long-term aspirations. The role also leads strategic communications and oversees systems to support organisation-wide impact tracking, storytelling, and continuous improvement.</p>		
<b>LINE MANAGEMENT RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>NIL</li> </ul>		<b>COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>NBY Management Team</li> <li>Internal NBY Colleagues specifically the Youth Training and Employment team</li> <li>Yawuru and non-Yawuru Community Stakeholders</li> <li>Funding Provider (Kimberley Development Commission)</li> <li>Employment Service Providers</li> <li>Local &amp; Regional Employers</li> </ul>
<b>KEY RESPONSIBILITIES</b>		
<b>KEY DELIVERABLES</b> <ul style="list-style-type: none"> <li>Lead the implementation and organisational embedding of the <b>Mabu Liyan Framework</b> across programs and initiatives.</li> <li>Oversee project and systems management for impact reporting and performance tracking across the organisation.</li> <li>Coordinate the design and application of evaluation tools, ensuring cultural integrity and community relevance.</li> <li>Develop and deliver communication products that showcase the organisation’s impact, purpose, and outcomes.</li> <li>Collaborate with internal teams to support consistent, evidence-based reporting and learning.</li> <li>Ensure data, reporting systems, and communication processes are streamlined, accessible, and fit-for-purpose.</li> </ul>		
<b>IMPACT DESIGN AND DELIVERY</b> <ul style="list-style-type: none"> <li>Design and manage outcome and impact reporting tools that reflect cultural, social, environmental, and economic goals.</li> <li>Embed the Mabu Liyan Framework into operational, programmatic, and strategic planning processes.</li> <li>Manage timelines, systems, and reporting cycles to ensure timely, quality output across programs.</li> <li>Deliver key documents including annual impact reports, funding acquittals, community updates, and case studies.</li> <li>Support strategic planning and advocacy through meaningful data insights and storytelling.</li> </ul>		
<b>INDUSTRY ENGAGEMENT</b> <ul style="list-style-type: none"> <li>Build relationships with evaluation specialists, researchers, government bodies, and funding partners.</li> <li>Maintain awareness of best practice in Indigenous evaluation, storytelling, and communications.</li> <li>Support compliance with funder reporting requirements and contribute to transparent public reporting.</li> </ul>		

- Engage with community members to ensure impact measurement is co-designed and meaningful.
- Maintain awareness of sector-leading practice in Indigenous evaluation and participatory impact design.
- Promote the organisation's impact work through presentations, briefings, and communications with stakeholders.

## PROJECT MANAGEMENT & COMMUNICATIONS

- Support and guide internal staff and consultants in evaluation and communications activities.
- Maintain schedules and workflows for impact reporting, communications outputs, and publication cycles.
- Manage project workflows, evaluation activities, and internal systems that support reporting and communications.
- Coordinate cross-team collaboration to ensure consistency and alignment with strategic impact priorities.
- Provide training and support to staff in using impact reporting tools, communication platforms, and the Mabu Liyan Framework.
- Maintain accurate records and collaborate with IT, data, and admin teams to strengthen data integrity, audit-readiness, and the effectiveness of communication systems

## INDIVIDUAL COMMITMENT

- Champion NBY's values, culture, and commitment to community-led development.
- Collaborate across teams to support strategic goals, cultural integrity, and organisational accountability.
- Apply a professional and ethical approach to all evaluation and communications work.
- Adhere to all organisational policies, WHS requirements, and legislative obligations.
- Contribute to learning, improvement, and innovation in the design and delivery of impact strategies.
- Engage in personal and team-based performance and professional development activities.

## ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

1. Tertiary qualifications in communications, evaluation, social research, public policy, or related fields.
2. Experience leading evaluation, impact, or performance reporting in complex organisations.
3. Proven ability to manage systems and projects to deliver timely and accurate reporting of outcomes and impacts.
4. Strong understanding of Indigenous values-based frameworks such as the Mabu Liyan Framework.
5. Excellent communication and storytelling skills, including experience producing culturally appropriate content.
6. High-level stakeholder engagement skills and cross-cultural competency.
7. Proficiency in reporting and communication tools (e.g., Power BI, Excel, Adobe, Canva, SharePoint).

## DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Experience working in or alongside Aboriginal communities or organisations.
2. Familiarity with co-design, developmental evaluation, or participatory research methods.
3. Knowledge of philanthropic, government, or community sector reporting requirements.
4. Graphic design, digital content creation, or social media engagement experience.
5. Understanding of the Kimberley context and the cultural significance of Mabu Liyan.

## PRE-EMPLOYMENT REQUIREMENTS

1. Current 'C' Class driver's license
2. National Police Clearance
3. Current Working with Children Check

## CERTIFICATION

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

Impact, Evaluation & Communications Lead: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Delegate: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_