

JOB HIGHLIGHTS PACK

Role:	Coordinator - Infrastructure & Design Projects
Department:	Corporate Services
Reports to:	Chief Operating Officer
Direct Reports:	Nil
Location:	55 Reid Rd, Broome WA
Contract Type:	Full-time / 2-Year Fixed-Term position

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.

JOB SUMMARY

The NBY **Coordinator – Infrastructure & Design Projects** leads the coordination of Yawuru's built environment initiatives, supporting culturally grounded, high-quality design and delivery of spaces that advance community wellbeing, cultural sustainability and intergenerational outcomes. The role enables multi-objective collaboration across teams, consultants and partners, providing project coordination, engagement support, reporting and planning alignment to ensure projects progress on schedule and reflect Yawuru values, mabu liyan principles and community priorities.

ESSENTIAL SELECTION CRITERIA

1. Tertiary qualification in project management, planning, community development, infrastructure design and delivery, or equivalent experience.
2. Demonstrated experience coordinating complex projects or early-stage infrastructure developments.
3. Strong organisational, project management, scheduling and administration skills.
4. Excellent communication skills, with the ability to engage and build trust with Aboriginal communities.
5. Ability to coordinate consultants, contracts, budgets and reporting requirements.
6. Understanding of—or willingness to learn—Yawuru cultural values, mabu liyan principles and cultural governance.
7. Strong judgement, initiative and problem-solving skills.
8. Current C Class Driver's Licence & National Police Clearance

DESIRABLE SELECTION CRITERIA

1. Current 'C' Class driver's licence
2. National police clearance
3. WWCC (or willingness to obtain)

BENEFITS OF WORKING FOR NYAMBA BURU YAWURU



Contribute to the success of Broome's Traditional Owner Group



Generous salary packaging



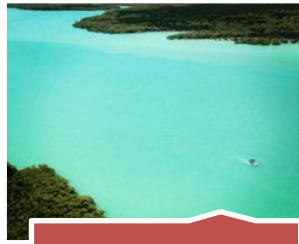
Active Social 'Binda Binda' (Butterfly) Club



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



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 can be submitted via SEEK or via email to Bronwyn Clark, Manager Human Resources & Organisational Development at recruitment@yawuru.org.au. Please include a cover letter addressing the selection criteria and your current CV.

Should you require further information relating to this position please call Rhiana Powers, Community Development Manager, on 08 9192 9600.

Applications for this position close at 5pm on 22 January 2026.

We reserve the right to close applications if a suitable applicant is appointed prior to the closing date.

POSITION	LOCATION	REPORTING RELATIONSHIP
Coordinator – Infrastructure & Design Projects	Broome, Western Australia	Reports to Chief Operating Officer
ORGANISATIONAL CONTEXT		
<p><i>“Making mabu liyan real for all, always”</i> <i>People, land, culture, prosperity</i></p> <p>Nyamba Buru Yawuru (NBY) means “This is the place of Yawuru.” As the operational arm of the Yawuru Native Title Holders Aboriginal Corporation, NBY advances strategic, cultural, social, environmental and economic development for Yawuru people and the wider community. NBY delivers and coordinates a diverse portfolio of culturally significant infrastructure and place-based initiatives that support community wellbeing, cultural continuity and intergenerational connection. The Coordinator – Infrastructure & Design Projects operates within this dynamic environment, supporting multiple projects through planning, design, governance and delivery phases in alignment with Yawuru values, mabu liyan principles and long-term aspirations for Country and community.</p>		
PRIMARY FUNCTION		
<p>The NBY Coordinator – Infrastructure & Design Projects leads the coordination of Yawuru’s built environment initiatives, supporting culturally grounded, high-quality design and delivery of spaces that advance community wellbeing, cultural sustainability and intergenerational outcomes. The role enables multi-objective collaboration across teams, consultants and partners, providing project coordination, engagement support, reporting and planning alignment to ensure projects progress on schedule and reflect Yawuru values, mabu liyan principles and community priorities.</p>		
LINE MANAGEMENT RESPONSIBILITIES		COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES
<ul style="list-style-type: none"> Nil 		<ul style="list-style-type: none"> NBY Internal Stakeholders (including its subsidiaries) Yawuru community members Non-Yawuru community stakeholders Local, State, and Commonwealth Government
KEY RESPONSIBILITIES		
<p>PROJECT MANAGEMENT</p> <ul style="list-style-type: none"> Support the development of the Feasibility Study, Business Case, and Concept Design for infrastructure projects as required Assist with preparing Business Cases, funding submissions, briefing notes and executive documentation. Maintain project plans, timelines, budgets, procurement schedules and risk registers. Coordinate contracts, consultants, technical specialists and service providers. Monitor project expenditure and ensure compliance with approved budgets and financial processes. Support approvals and due diligence processes including land use, planning, infrastructure, compliance and cultural authority considerations. Prepare regular project reports for the COO, Executive, Boards and funding partners <p>INFRASTRUCTURE & TECHNICAL COORDINATION</p> <ul style="list-style-type: none"> Support assessments of infrastructure requirements including spatial planning, building functions, service integration, site assessments, capital cost estimation, lifecycle costing and operational modelling 		

- Assist architects, engineers, planners and quantity surveyors by coordinating briefings, information flow, and timely access to community and cultural input.
- Coordinate procurement processes including RFQs, tender documentation, contract setup and site meeting support.
- Track technical deliverables to ensure alignment with cultural frameworks and wellbeing objectives

COMMUNITY ENGAGEMENT & CO-DESIGN SUPPORT

- Support the coordination of community consultations with Yawuru men, women, families and Elders.
- Ensure community voices, cultural authority, mabu liyan principles and wellbeing priorities are integrated into project design.
- Assist in preparing consultation summaries, cultural themes reports and co-design documentation.
- Ensure all engagement is culturally safe, respectful and aligned with Yawuru protocols.

GOVERNANCE & REPORTING

- Provide secretariat support to governance structures (steering groups, cultural advisory bodies, technical working groups).
- Prepare agendas, papers, action lists, minutes and governance tracking documentation.
- Support cultural governance processes that ensure Yawuru ownership, cultural integrity and long-term sustainability.
- Coordinate cross-team communication across NBY departments
- Contribute to risk assessments, mitigation plans and staged implementation planning.
- Gather data to support evidence-based design and program integration

STRATEGIC CONTRIBUTION & INVESTMENT READINESS

- Support development of an Investment Prospectus and Advocacy Toolkit to attract government, philanthropic and private investment

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 and contributes to a positive and innovative workplace environment
- Acknowledge 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

EFFECTIVE PROJECT DELIVERY

- **Project Delivery & Infrastructure Coordination:** project feasibility, design and planning stages delivered on time, within budget and aligned with NBY's cultural, social and wellbeing objectives.
- **Cultural Integrity & Community Ownership:** Engagement processes are culturally grounded with meaningful Yawuru participation
- **Governance & Reporting Excellence:** High-quality documentation, governance processes and reporting delivered consistently.
- **Investment & Decision-Ready Package:** A robust, evidence-based Business Case and supporting materials produced for investment attraction.
- **Professional Practice:** Strong alignment with NBY values, positive relationships with stakeholders, and continuous improvement demonstrated

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.
- Ability to work within cultural protocols using a prominent level of integrity and discretion.

ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ATTRIBUTES

Tertiary qualification in project management, planning, community development, infrastructure design and delivery, or equivalent experience.

Demonstrated experience coordinating complex projects or early-stage infrastructure developments.

Strong organisational, project management, scheduling and administration skills.

Excellent communication skills, with the ability to engage and build trust with Aboriginal communities.

Ability to coordinate consultants, contracts, budgets and reporting requirements.

Understanding of—or willingness to learn—Yawuru cultural values, mabu liyan principles and cultural governance.

Strong judgement, initiative and problem-solving skills.

Current C Class Driver's Licence & National Police Clearance

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Experience in infrastructure planning, design coordination or construction projects.
2. Experience in Aboriginal-led program design, wellbeing programs or community development.
3. Knowledge of cultural healing models, trauma-informed practice or holistic wellbeing frameworks.
4. Experience coordinating feasibility studies, concept designs or capital project business cases.
5. Working with Children Check

PRE-EMPLOYMENT REQUIREMENTS

1. Current 'C' Class driver's licence
2. National police clearance
3. WWCC (or willingness to obtain)

CERTIFICATION

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

Approved Delegate: _____ Signature: _____ Date _____

Administration & Project Support Officer: _____ Signature: _____ Date _____