

# JOB HIGHLIGHTS PACK

<b>Role:</b>	<b>Indigenous Protected Area (IPA) Coordinator</b>
<b>Department:</b>	Environmental Services
<b>Reports to:</b>	Manager Environmental Services
<b>Direct Reports:</b>	Country Manager Supervisor
<b>Location:</b>	55 Reid Rd, Broome WA
<b>Contract Type:</b>	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 IPA Coordinator is responsible for developing and implementing projects and work plans for the management of the Yawuru Indigenous Protected Area (IPA). Working with the Environmental Services team you will provide expertise to a “two-way” science approach consisting of western-based science together with traditional Yawuru knowledge.

## ESSENTIAL SELECTION CRITERIA

1. Tertiary qualification and experience in ecology, natural resource management, environmental science or other relevant discipline;
2. Demonstrated experience in prescribed burn planning, with the ability to lead, supervise and support field crews during planned burning operations.
3. Demonstrated experience coordinating a team in natural resource management works, preferably in a capacity building context working with Indigenous Rangers;
4. Demonstrated experience in implementing cultural and natural resource management programs, preferably in an Aboriginal cultural context;
5. Strong organisational skills including the ability to manage competing priorities and deliver a range of projects to agreed specifications for time, cost and scope;
6. High level interpersonal and communication skills to develop good working relationships with internal and external stakeholders, including the Environmental Services team, Yawuru Country Managers, the Yawuru community, NBY senior executives, and external partners and stakeholders at all levels;
7. Demonstrated ability to transfer knowledge to build skills and capacity within the team;
8. Evidence of well-developed writing skills and experience in producing project plans; comprehensive research reports; and writing grant applications;
9. Advanced word processing and data entry and analysis skills using Microsoft Office along with the ability to use document management systems;
10. Experience in the use of geographic information systems (GIS) for analysis and interpretation of spatial data.

## DESIRABLE SELECTION CRITERIA

1. Familiarity with programs or legislation relating to Indigenous Protected Areas, joint management and other land use arrangements in Western Australia
2. Experience developing submissions for external funding.
3. Experience in the use of remote sensing to monitor ecosystem health and change.
4. Postgraduate (Master's or PhD) in ecology, natural resource management, environmental science

## 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



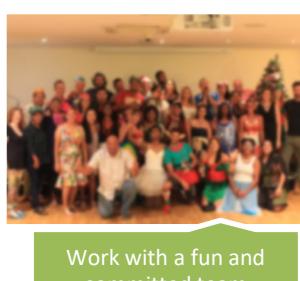
Professional and Inspiring Workplace



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](mailto:recruitment@yawuru.org.au). Please include a cover letter addressing the selection criteria and your current CV.

Applications for this position close at **5pm Thursday, 22 January 2026**.  
We reserve the right to close applications if a suitable applicant is appointed.

POSITION	LOCATION	REPORTING RELATIONSHIP
IPA Coordinator	Broome, Western Australia	Reports to the Environmental Services(ES) Manager
<b>ORGANISATIONAL CONTEXT</b>		
<p><i>“Making mabu liyan real for all, always”</i></p> <p><i>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 IPA Coordinator is responsible for developing and implementing projects and work plans for the management of the Yawuru Indigenous Protected Area (IPA). Working with the Environmental Services team you will provide expertise to a “two-way” science approach consisting of western-based science together with traditional Yawuru knowledge.</p>		
<b>LINE MANAGEMENT RESPONSIBILITIES</b>		<b>COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Country Manager Supervisor</li> </ul>		<ul style="list-style-type: none"> <li>• ES Manager</li> <li>• ES Assistant Manager</li> <li>• Country Manager Teams</li> <li>• NBY management team</li> <li>• Internal NBY colleagues</li> <li>• Yawuru and non-Yawuru community stakeholders</li> <li>• Local, State, and Commonwealth Government staff</li> </ul>
<b>KEY RESPONSIBILITIES</b>		
<p><b>PROGRAM DELIVERY AND COORDINATION</b></p> <ul style="list-style-type: none"> <li>• Lead the development and review of the Yawuru IPA annual work plan for the Country Manager teams in accordance with IPA Plan and the MERI (Monitoring, Evaluation, Reporting and Improvement) Plan</li> <li>• Lead and maintain scientifically robust monitoring programs for the collection, analysis and presentation of cultural and ecological data on the Yawuru IPA.</li> <li>• Develop the capacity of the Yawuru ES Team and Country Manager Program to build high-quality monitoring and research programs utilizing a “two-way” learning approach.</li> <li>• Assist the Training and Development Coordinator and the Lead Country Managers in the planning and coordination of the work plan implementation; including leading the team in the field where required.</li> </ul> <p><b>INDIGENOUS PROTECTED AREA</b></p> <ul style="list-style-type: none"> <li>• Prescribed burn planning - lead, supervise and support field crews during planned burning operations.</li> <li>• Preparation of annual and bi-annual IPA and Ranger funding reports with the ES Manager and provide project reports and recommendations to the ES team and relevant Yawuru reference groups.</li> <li>• Assist with the development of IPA program budgets and partnership agreements, provide oversight of contracts, develop funding applications and manage successful grant-funded projects Provide advice and direction to potential IPA land users including Yawuru Traditional Owners to ensure sustainability of natural and cultural resources</li> </ul>		

- Develop mutually beneficial partnerships with government, community and commercial stakeholders, to achieve optimal outcomes for the Yawuru community
- Facilitate opportunities for the ES team to initiate and collaborate in scientific research programs and support “two-way” science learning through coordination with academic and other partners.
- Develop and maintain systems to ensure activities relating to the IPA comply with necessary contractual, regulatory, risk management and legislative requirements.
- Work as an effective member of the ES team and participate in team meetings.

#### **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.

#### **KEY OUTCOMES OF THIS POSITION**

#### **LEADERSHIP**

- Annual work programs are developed and reporting against the objectives in the IPA Management Plan and MERI Plan.
- High capacity within the ES team to undertake innovative research and monitoring that incorporates a “two-way” learning approach that delivers high-quality outcomes for the Yawuru community

#### **INDIGENOUS PROTECTED AREA**

- Cultural and natural resources within the Yawuru IPA are managed sustainably, in line with the IPA Management Plan and MERI Plan, NBY Strategic Plan, Cultural Management Plan and relevant legislation
- Mutually beneficial partnerships are established and maintained with internal and external stakeholders enabling optimal outcomes for the Yawuru resources and community
- A “two-way” science approach consisting of western-based science and monitoring together with traditional Yawuru knowledge is being used to support decision-making within the ES and NBY

#### **INDIVIDUAL COMMITMENT**

- NBY’s vision, mission and values are incorporated into all activities, and appropriate behaviours are role modelled in line with organisational policies
- Adhere to relevant legislative requirements including and not limited to the Fair Work Act, Workplace Health and Safety Act and the EEO Act
- Demonstrated continuous improvement in all works

#### **ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES**

1. Tertiary qualification and experience in ecology, natural resource management, environmental science or other relevant discipline;
2. Demonstrated experience in prescribed burn planning, with the ability to lead, supervise and support field crews during planned burning operations.
3. Demonstrated experience coordinating a team in natural resource management works, preferably in a capacity building context working with Indigenous Rangers;
4. Demonstrated experience in implementing cultural and natural resource management programs, preferably in an Aboriginal cultural context;

5. Strong organisational skills including the ability to manage competing priorities and deliver a range of projects to agreed specifications for time, cost and scope;
6. High level interpersonal and communication skills to develop good working relationships with internal and external stakeholders, including the Environmental Services team, Yawuru Country Managers, the Yawuru community, NBY senior executives, and external partners and stakeholders at all levels;
7. Demonstrated ability to transfer knowledge to build skills and capacity within the team;
8. Well-developed writing skills and experience in producing project plans; comprehensive research reports; and writing grant applications;
9. Advanced word processing and data entry and analysis skills using Microsoft Office along with the ability to use document management systems;
10. Experience in the use of geographic information systems (GIS) for analysis and interpretation of spatial data.

#### DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Familiarity with programs or legislation relating to Indigenous Protected Areas, joint management and other land use arrangements in Western Australia;
2. Experience developing submissions for external funding;
3. Experience in the use of remote sensing to monitor ecosystem health and change;
4. Postgraduate (Master's or PhD) in ecology, natural resource management, environmental science.

#### PRE-EMPLOYMENT REQUIREMENTS

1. Current 'C' Class driver's licence
2. National police clearance
3. Working with Children's Check

#### CERTIFICATION

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

ESU Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

IPA Coordinator: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_