

## JOB HIGHLIGHTS PACK

<b>Role:</b>	<b>Community Development Manager</b>
<b>Department:</b>	Community Development
<b>Reports to:</b>	Chief Operating Officer
<b>Direct Reports:</b>	3
<b>Location:</b>	55 Reid Rd, Broome WA
<b>Contract Type:</b>	Full-time, Fixed-term

### ORGANISATIONAL CONTEXT

*'To strengthen Mabu Liyan for all, always'*  
*Culture, Community, Country, Prosperity, Governance*  
*Bugarrigarranyurdany, Jirringany Ngarrunguni, Mabu Buru, Narlingany Manyja, Murrurlanyininarlingany*

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 Manager Community Development is responsible for the management of NBY's various community development programs including Warrmijala Murrurlayi (Rise to Work - a Pre-Employment Program), the Home Interaction Program for Parents and Youngsters (HIPPY), as well as our varied Elders & Community support activities.

### ESSENTIAL SELECTION CRITERIA

1. Holds or is actively working towards relevant tertiary qualifications in community development or related field.
2. Substantial experience in community service management, preferably working with Aboriginal people.
3. High level communication skills to engage and negotiate effectively with a wide range of people, including senior executives, government agencies and other stakeholders, to develop effective partnerships and working relationships.
4. Ability to deliver projects to agreed specification for time, cost and scope.
5. Conceptual and leadership abilities to translate Nyamba Buru Yawuru's corporate vision into strategic community services and benefits.

### DESIRABLE SELECTION CRITERIA

1. Knowledge and understanding of Yawuru culture and values.
2. Knowledge and understanding of Aboriginal and Torres Strait Islander people, cultures and issues affecting them.
3. Experience working in culturally diverse workplaces.

## 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 9603 and ask for Bronwyn Clark, Manager Human Resources & Organisational Development.

Applications for this position close **Friday, 6 March 2026**

POSITION	LOCATION	REPORTING RELATIONSHIP
Community Development Manager	Broome, WA	Chief Operating Officer

## ORGANISATIONAL CONTEXT

*“Making mabu liyan real for all, always”  
People, land, culture, prosperity*

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## PRIMARY FUNCTION

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## LINE MANAGEMENT RESPONSIBILITIES

- Youth Training and Employment Coordinator
- Aboriginal Cultural Advisor (Broome Cluster Schools)
- HIPPY Coordinator - Early Childhood Development
- Yawuru Member Support Officer

## COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- CEO & COO
- NBY Management team
- Internal NBY colleagues
- Yawuru community stakeholders
- Other NBY stakeholders, as required

## KEY ACTIVITIES AND TASKS

### LEADERSHIP

- Contribute to strategic and operational planning as a member of the management team
- Lead the development, review, and implementation of community and cultural development strategies and systems in alignment with NBY’s Strategic Plan
- Effectively communicate the organisation’s strategic direction and team expectations
- Provide coaching and mentoring to staff within the organisation
- Provide strategic advice to the CEO / COO on all aspects of community development
- Anticipate future challenges likely to impact the demand for and delivery of community programs and develop strategies which contribute to achieving NBY’s goals
- Lead the continuous improvement of NBY’s community development systems and activities
- Develop accurate and timely reporting to the executive management team and the board
- Engage with stakeholders to identify new initiatives and implement change
- Build and sustain an organisational culture in alignment with NBY’s values
- Operate in a collegiate way across the organisation in order to share and leverage expertise

### COMMUNITY DEVELOPMENT

- Ensure effective systems and policies are developed, implemented and reviewed to deliver community development programs in alignment with NBY’s Strategic Plan
- Ensure development and maintenance of systems to monitor, report on, and manage the performance of community programs
- Develop, implement and review resource management plans for all community programs and activities, as required
- Develop mutually beneficial partnerships with government, community and commercial stakeholders, to achieve optimal outcomes consistent with operational and strategic plans

- Develop specifications and manage procurement for specialist services, ensuring all work is completed to appropriate standards and meets regulatory requirements and is in accordance with company policy
- Ensure appropriate systems and policies are in place and maintained to develop and allocate support services in line with the NBY Strategic Plan
- Manage, monitor and report on the performance of support systems
- Develop and maintain systems to ensure risks are identified and managed in line with NBY's risk management framework
- Develop and maintain systems to collect and manage records in line with NBY's records management framework, privacy policies and relevant legislation

#### **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
- Continuously identify opportunities for improvement.

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

#### **LEADERSHIP**

- Community development strategies and initiatives are developed, reviewed and implemented in alignment with NBY's Strategic plan.
- An organisational culture is built and sustained in alignment with NBY values.

#### **COMMUNITY DEVELOPMENT**

- Appropriate systems and policies are in place and maintained to develop and allocate community and cultural services in line with the NBY Strategic Plan.
- Resource management plans for NBY community and cultural services are up to date.
- Mutually beneficial partnerships achieved with government, community and commercial stakeholders, and achieving optimal outcomes for the Yawuru community.
- NBY's interests are represented in external negotiations and activities in line with NBY's approved strategic direction.
- Systems are developed to ensure risks are identified and managed in line with NBY's risk management framework.
- Systems are in place to collect and manage records in line with NBY's records management framework, privacy policies and relevant legislation.

#### **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**

1. Holds or is actively working towards relevant tertiary qualifications in community development or related field.
2. Substantial experience in community service management, preferably working with Aboriginal people.
3. High level communication skills to engage and negotiate effectively with a wide range of people, including directors, policy makers, senior executives, government agencies and other stakeholders, to develop effective partnerships and working relationships.
4. Ability to deliver projects to agreed specification for time, cost and scope.
5. Conceptual and leadership abilities to translate Nyamba Buru Yawuru's corporate vision into strategic community services and benefits.

### DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

6. Knowledge and understanding of Yawuru, culture and values.
7. Knowledge and understanding of Aboriginal and Torres Strait Islander people, cultures and issues affecting them.
8. Experience working in culturally diverse workplaces.

### PRE-EMPLOYMENT REQUIREMENTS

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

### CERTIFICATION

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

CDU Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

CEO: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_