

JOB HIGHLIGHTS PACK

Role:	Coordinator – Natural Capital Projects
Department:	Environmental Services
Reports to:	Manager Environmental Services
Direct Reports:	Nil
Location:	55 Reid Rd, Broome WA
Contract Type:	Full-time / 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 - Nature Capital Projects will play a critical role in the successful design, delivery, and governance of the biodiversity market pilot. The position involves project management, stakeholder coordination, and strategic reporting. The role spans environmental services, capacity building, contract management, and culturally respectful engagement with Traditional Owners and Indigenous organisations.

ESSENTIAL SELECTION CRITERIA

1. Strong commercial acumen and understanding of Indigenous Cultural and Intellectual Property.
2. Proven stakeholder engagement and relationship management skills in Indigenous and/or environmental contexts.
3. Excellent communication, negotiation and facilitation skills.
4. Sound project management and organisational skills.
5. Commitment to Indigenous empowerment and ability to work respectfully with Kimberley Aboriginal people.
6. Initiative, good judgment, and attention to detail.
7. Relevant tertiary qualification or minimum three years’ related experience.
8. Current driver’s licence and Working with Children Check

DESIRABLE SELECTION CRITERIA

1. Understanding of Indigenous enterprises and carbon or biodiversity projects.
2. Experience in budget and financial management.
3. Conflict resolution and problem-solving skills.
4. Experience managing Indigenous-owned projects.
5. Ability to deliver training or mentoring

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 Taliah Payne, Chief Operating Officer, on 08 9192 9600.

Applications will remain open until the position is filled.
We reserve the right to close applications if a suitable applicant is appointed.

POSITION	LOCATION	REPORTING RELATIONSHIP
Coordinator – Natural Capital Projects	Broome, Western Australia	Reports to Manager Environmental Services

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 helps to provide social, cultural, environmental and financial sustainability for the future of Yawuru people. NBY and the Kimberley Land Council (KLC) are co-leading a biodiversity market pilot project on behalf of the North Australian Indigenous Land and Sea Management Alliance (**NAISMA**), under the umbrella of the Indigenous Country and Biodiversity Alliance (**ICBA**). The project will explore and establish a scalable, culturally grounded model for Indigenous-led nature repair and biodiversity markets. The initiative aims to strengthen Indigenous participation in emerging environmental markets, enhance land and sea management outcomes, and safeguard cultural and intellectual property.

PRIMARY FUNCTION

The NBY **Coordinator – Natural Capital Projects** will play a critical role in the successful design, delivery, and governance of the biodiversity market pilot. The position involves project management, stakeholder coordination, and strategic reporting. The role spans environmental services, capacity building, contract management, and culturally respectful engagement with Traditional Owners and Indigenous organisations.

LINE MANAGEMENT RESPONSIBILITIES

- Nil

COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- NBY Internal Stakeholders (including its subsidiaries)
- Partners of NBY – Jawun, KLC and ZNE Ag CRC
- Yawuru community members
- Non-Yawuru community stakeholders
- Local, State, and Commonwealth Government staff
- Yawuru–KLC Nature Repair Project Control Group
- Yawuru–KLC Nature Repair Governance Oversight Committee

KEY RESPONSIBILITIES

PROJECT MANAGEMENT

- Manage the day-to-day coordination of the biodiversity market pilot project, including scheduling, correspondence, administration, and documentation.
- Oversee project delivery, ensuring milestones, budgets, timelines, and compliance requirements are met in line with agreements and funding conditions.
- Maintain effective administrative systems and records in line with NBY policies, including contributing to monitoring, evaluation, and continuous improvement processes.
- Support the preparation of briefing papers, funding reports, and project updates for boards, partners, and government agencies
- Support the management of contracts, consultants, and service providers.

- Facilitate data collection, storage and display with the ESU, station management, researchers and external database management consultants.

LOGISTICS, ENGAGEMENT AND GOVERNANCE SUPPORT

- Act as a central point of contact for internal and external project stakeholders including NBY, KLC, NAILSMA, academic institutions, Jawun, government, and Indigenous organisations.
- Provide governance support to relevant bodies, including the Yawuru–KLC Nature Repair structure, by preparing agendas, compiling meeting papers, recording minutes, and tracking actions.
- Coordinate and facilitate effective communication, collaboration, and culturally appropriate engagement between partners and community stakeholders.
- As required represent NBY at relevant forums, workshops, and regional/industry events
- Coordinate logistics for on-Country activities, workshops, fieldwork, and community events, ensuring cultural protocols and community needs are respected

STRATEGIC CONTRIBUTION AND CAPACITY BUILDING

- In conjunction with the NBY Project Team:
 - Contribute to aligning the biodiversity pilot with NBY’s strategic direction and long-term goals, and support sustainability and scalability planning.
 - Help build internal capability in project delivery, enterprise development, and Indigenous-led environmental service models through knowledge sharing and mentoring.
 - Assist in identifying and progressing opportunities for Indigenous industry development including through collaboration with regional and national bodies such as the Indigenous Carbon Industry Network (ICIN).

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:** Biodiversity market pilot delivered on time, within budget, and compliant with all agreements and reporting requirements.
- **Governance & Coordination:** Effective support to governance bodies with clear documentation, and strong, culturally appropriate coordination between partners and stakeholders.
- **Community Engagement:** On-Country activities and consultations delivered smoothly, ensuring cultural protocols are respected and Traditional Owners are meaningfully involved.
- **Strategic Impact:** Project outcomes contribute to NBY’s long-term goals for Indigenous-led environmental enterprises, building internal capability and informing future programs.
- **Professional Practice:** Role model of NBY values, compliance with all policies and legislation, and continuous improvement in systems, relationships, and performance

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

1. Strong commercial acumen and understanding of Indigenous Cultural and Intellectual Property.
2. Proven stakeholder engagement and relationship management skills in Indigenous and/or environmental contexts.
3. Excellent communication, negotiation and facilitation skills.
4. Sound project management and organisational skills.
5. Commitment to Indigenous empowerment and ability to work respectfully with Kimberley Aboriginal people.
6. Initiative, good judgment, and attention to detail.
7. Relevant tertiary qualification or minimum three years' related experience.
8. Current driver's licence and Working with Children Check

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Understanding of Indigenous enterprises and carbon or biodiversity projects.
2. Experience in budget and financial management.
3. Conflict resolution and problem-solving skills.
4. Experience managing Indigenous-owned projects.
5. Ability to deliver training or mentoring

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.

Approved Delegate: _____ Signature: _____ Date _____

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