

JOB HIGHLIGHTS PACK

Role:	Country Manager Training and Mentoring Coordinator
Department:	Native Title and Environmental Services
Reports to:	Manager Environmental Services
Direct Reports:	8 staff
Location:	55 Reid Rd, Broome WA
Contract Type:	Fixed-term Full-time until 30/12/2021 (with probability of extension for 7 years)

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 Country Manager Training and Mentoring Co-ordinator is responsible for the day-to-day supervision and professional development of the Environmental Service (ES) Country Manager Team. The position will aim to provide avenues for Country Managers to reach their full professional and personal potential through the coordination of appropriate training (accredited and non-accredited), mentoring and skills development and is integral to the ES vision of developing high capability professional Country Managers. The position will work closely with the Jarndu (women) and Wamba (men) Lead Country Managers.

Please see the attached Position Description at the end of this pack for further details.

ESSENTIAL SELECTION CRITERIA

1. A tertiary or nationally accredited Qualification and/ or experience in Vocational Education Training and /or Cultural Natural Resource Management.
2. Experience coordinating, supervising and developing a Natural Resource Management Team, preferably with Indigenous Rangers, and with specific experience in invasive species management, ecological monitoring, habitat restoration, fence construction, and fire mitigation and suppression.
3. Experience in the design and implementation of training programs in a regional / remote context and well-developed knowledge and understanding of Aboriginal training needs.
4. Strong written, verbal and team management skills, demonstrable within a variety of contexts
5. Demonstrated knowledge and understanding of Aboriginal cultures, protocols and issues in relation to natural and cultural resources management activities.
6. Experience working independently and within a team with minimal supervision and demonstrated capacity to remain focused, positive and organised in a challenging working environment.
7. Knowledge and understanding of Occupational, Safety and Health principles and practices.
8. Prior experience in mentoring and career development.

DESIRABLE SELECTION CRITERIA

1. Relevant field-work related certificates (e.g. 4WD, CPR and first aid, white card).
2. Knowledge of Yawuru culture and Country and understanding of native title and land tenure.
3. Familiarity with the Conservation and Land Management, Tourism and/or Business training packages.
4. Experience in project management including assistance with budgets, contracts, grants and reports and proficiency with MS Office including Word, Excel, Outlook and PowerPoint.
5. Technical or trade skills relevant to the Environmental Services program. (e.g. Fulcrum, GIS, remote sensing, plant and animal identification etc.).

BENEFITS OF WORKING FOR NYAMBA BURU YAWURU



Contribute to the success of Broome's Traditional Owner Group



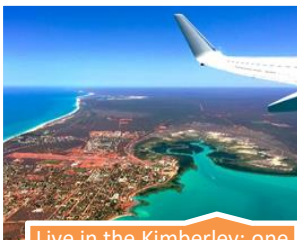
Generous salary packaging



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 Lynda.com online training

BENEFITS:

Salary:

An Attractive Salary package plus 10% Superannuation is offered.

Salary Packaging

As a registered Charitable Institution organisation, NBY employees are currently able to salary package up to \$15,899 per annum. Benefits such as Superannuation, Rent / Mortgage payments, credit card or loan payments and others are available to employees to package, which has taxation benefits to the employee.

As Broome is considered a Remote Area for Salary Packaging purposes, additional housing benefits may apply. For further information on salary sacrificing arrangements within the not-for-profit sector, you may refer to AccessPay website accesspay.com.au/salary-packaging.

Leave:

4 weeks Annual Leave, 10 days Personal Leave

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 15,857, growing to over 45,000 during the tourist season (May – October).

For more information:

<http://www.yawuru.org.au/>

<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 and addressed to:

Manager HR and OD
Nyamba Buru Yawuru
PO Box 425
Broome, WA 6725

Please include the following in your application:

1. Completed NBY Application for Employment Form (found on NBY website)
2. Cover Letter
3. Resume/ CV
4. Statements addressing the following Selection Criteria

Should you require further information relating to this position or process, we welcome your call on (08) 9192 9600.

**Applications for this position close
4pm Monday, 12th July 2021.**

POSITION	LOCATION	REPORTING RELATIONSHIP
Country Manager Training and Mentoring Co-ordinator	Broome, Western Australia	Manager Environmental Services

ORGANISATIONAL CONTEXT

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LINE MANAGEMENT RESPONSIBILITIES

- 8 x Country Managers (Support & Supervisory)

COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- Jarndu and Wamba lead Country Managers
- IPA Coordinator
- ES Senior Project Officer
- ES Manager
- Internal NBY colleagues
- Yawuru Community
- External partners and stakeholders

KEY RESPONSIBILITIES

LEADERSHIP

- Alongside the LJCM and LWCM and in conjunction with the ES team participate in the Yawuru IPA annual work planning, including the Monitoring, Evaluation, Reporting and Improvement (MERI) plan, fee-for-service projects and other site or project plans.
- Supervise and support the Yawuru Country Managers to ensure implementation and delivery of the annual work plan and support Lead Country Managers to effectively co-ordinate the daily activities of the Yawuru Country Managers teams
- Provide professional development of the Country Manager team by coordinating training in Conservation and Land Management promoting learning outcomes through field work and by encouraging leadership and building initiative, morale and capacity in a mentoring role.
- Support Lead Country Managers to promote a high level of responsibility by the Country Manager Team for the care, maintenance and safekeeping of equipment and resources with ultimate responsibility for the group’s assets.
- Act as a liaison between the Country Manager Team and management to ensure that communication between each group is effective and conducted in good faith (i.e. with sincere intentions to be fair, open and honest regardless of the outcome).
- Display leadership within NBY by showing initiative, cooperation, humility and collaboration to help link ES team with the broader NBY organization.

ENVIRONMENTAL SERVICES FIELD WORK

- As required, participate in on-ground field activities of the Country Manager Team including but not limited to invasive species management, ecological monitoring, habitat restoration, fence construction, fire mitigation and suppression and aquatic surveys within the Nagulagun Marine Park.
- Support LWCM and LJCM in management of OHS protocols for Country Manager activities including support for the development of and adherence to the Job Safety Analysis and Journey Management Plans for each project and task.
- Assist in the coordination of education and outreach activities within the local indigenous and non-indigenous community to promote the Country Managers work with particular focus on school and community groups
- Support LWCM and LJCM in maintenance, servicing and care of all ES equipment including motor vehicles and assist in the maintenance of the ES Asset Register.
- Other duties as directed by ES Manager.

TRAINING

- Identify individual training needs and liaise with training providers and other Kimberley Ranger groups to develop training opportunities for Country Managers including formal training for the achievement of Certificates 2, 3, and 4 in Conservation and Land Management (CALM) and other training and education pathways.
- Facilitate informal training within the ES Unit including, but not limited to, data collection and management, computer use, GIS and remote sensing, hydrogeology, numeracy, literacy and project management.
- Prepare training plans and budgets, maintain accurate records on Country Manager training and professional development and ensure regular update of Country Manager Prospectus.
- Participate in and provide reports to ES and staff, and support Country Manager involvement and participation in regular team planning including the MERI planning process.
- Comply with and assist Country Managers compliance with NBY Policy and Procedures and the Employee Code of Conduct at all times

DEVELOPMENT

- Facilitate the engagement and active participation of Yawuru elders in the Country Manager work program by assisting in the organisation and development of on-country trips for the transmission of cultural knowledge.
- Develop opportunities for workplace mentoring for Country Managers within NBY or other organizations.
- Assist and coordinate Country Manager performance reviews through Janyba time and follow-up actions, including identification of goals and areas in need of improvement.

INDIVIDUAL COMMITMENT

- Show initiative in the workplace, communicate effectively and in good faith, and maintain a constructive and positive work ethic.
- Commit to continuous improvement in work ability and outputs of the Country Manager Team.
- Exhibit and encourage leadership within the team and maintain a professional approach in the workplace.
- Be physically fit and prepared for work.
- Actively embrace and integrate NBY's vision, mission and values into the role, and model appropriate behaviors in line with NBY's code of conduct and organizational policies and procedures.
- Adhere to relevant legislative requirements including and not limited to the Fair Work Act, Workplace Health and Safety Act and the Equal Opportunity Act.
- Participate in performance reviews (Janyba Time).

KEY OUTCOMES OF THIS POSITION

LEADERSHIP

- Leadership qualities developed and implemented to effectively support the Country Manager team and to facilitate their personal and professional growth.
- Development of skills in effective, open and honest communication to support the ES team and function as a key liaison between the Country Manager Team and ES Management

ENVIRONMENTAL SERVICES FIELD WORK

- Development of effective skills within the Country Manager Team for undertaking field and office-based work.
- The ability to work as a member of the team and the capacity to work independently.
- All ES assets managed, maintained and recorded.

TRAINING

- Country Managers have training and education pathways in place and are progressing in their knowledge, skills and abilities related to their roles.
- Personal and professional growth of the Country Manager Team and development of effective work habits related to communication, commitment, and attendance.

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

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PRE-EMPLOYMENT REQUIREMENTS

1. Current 'C' Class driver's licence
2. National police clearance
3. Working with Children's Check (WCC) or ability to obtain one