

## JOB HIGHLIGHTS

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<b>Role:</b>	<b>Manager – Human Resources &amp; Organisational Development</b>
<b>Department:</b>	Executive Services
<b>Reports to:</b>	CEO
<b>Direct Reports:</b>	Nil
<b>Location:</b>	55 Reid Rd, Broome WA
<b>Contract Type:</b>	Permanent, Full-time

## ORGANISATIONAL CONTEXT

*'To strengthen Mabu Liyan for all, always'*  
*Culture, Community, Country, Prosperity, Governance*  
*Bugarrigarranyurdany, Jirringany Ngarrungunil, 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.

## JOB SUMMARY

The Manager - Human Resources & Organisational Development is responsible for leading, building, delivering and maintaining sustainable people practices and processes as well as providing expert advice and support on all people related initiatives and matters within the organisation.

## PRIMARY FUNCTION

### LEADERSHIP

- Provide strategic advice to the CEO, COO and the NBY Board on all aspects of HR and Organisational Development issues
- Anticipate future challenges likely to impact the delivery of the Human Resource operations which contribute to achieving NBY's goals
- Develop, review, and implement strategies and systems for Human Resources which are aligned with NBY's strategic plan
- Lead the continuous improvement of NBY's HR and Organisational Development services activities
- Develop accurate and timely reporting to the executive and management teams 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

## **HUMAN RESOURCES**

- Set the direction for the human resources function, embedding a fit for purpose approach to processes and systems
- Develop, manage and oversee Human Resource policies and practices throughout the organisation to ensure appropriate compliance with contemporary industrial standards and alignment with NBY Strategic Plan
- Establish, deliver and monitor essential HR functions including:
  - Recruitment and Selection
  - Onboarding
  - Learning & Development
  - Performance Management
  - Remuneration and Reward
  - Succession Planning
  - Employee Wellbeing
  - Inclusion and Diversity
  - Employee Relations Advice and Support
  - Termination
- Provide specialist HR guidance and mentoring support to NBY colleagues, as required

## **ORGANISATIONAL DEVELOPMENT**

- Design and deliver Organisational Development strategies, processes, interventions and initiatives that support NBY's ambition to be a high performing organisation where valuing learning, continuous improvement and diversity are the norm.
- Lead management of change models / processes for significant organisation change processes
- Maintain integrity of current organisation design, structure and roles.

## **WORKPLACE HEALTH AND SAFETY**

- Ensure compliance with relevant Health and Safety laws.
- Establish and manage the following WHS services to the business:
  - Workers Compensation
  - Health & Wellbeing initiatives
  - Injury management (including return to work management)
  - Employee Assistance Program (EAP)

## **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 2009, Occupational Health and Safety Act (1984) and the Equal Opportunity Act 1984.
- Continuously identify opportunities for improvement.

## ESSENTIAL SELECTION CRITERIA

- Qualifications in HR Management, Industrial Relations, Organisational Development or similar
- Experience in a senior generalist human resources role with demonstrated awareness of contemporary and relevant trends and issues in SHRM
- An allegiance toward, knowledge and understanding of Aboriginal and Torres Strait Islander people, cultures and issues affecting them
- Demonstrated understanding of employment legislation
- Experience working in culturally diverse workplaces
- Demonstrated ability to effectively manage both physical and financial resources to achieve NBY's strategic objectives
- Proven leadership, communication and negotiation skills
- Coaching skills and experience with proven ability to work effectively and influence management
- Strong written and verbal skills, with experience in high level HR documentation
- Strong knowledge and experience with HRIS and MS Applications

## DESIRABLE SELECTION CRITERIA

- Understanding of workplace health and safety legislation and requirements;
- Membership with the Australian Human Resources Institute
- Experience working in an NGO or not-for-profit

## 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

Employees of NBY are eligible to salary package up to \$15,900 per year for everyday living expenses such as mortgage, rent, or meal and entertainment. As Broome is considered a Remote Area, additional benefits may also apply.

For further information refer to our salary package provider, AccessPay at <https://accesspay.com.au/salary-packaging/>

### Leave

5 weeks annual 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.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 the job portals this vacancy is advertised or on our career page on SWAG: [Nyamba Buru Yawuru \(swagapp.com\)](http://www.swagapp.com) including your CV and a cover letter addressing the selection criteria.

Should you require further information relating to this position or process, please call Taliah Payne, Chief Operating Officer on (08) 9192 9600.

Applications for this position close **5pm Monday, 29 January 2024.**