

JOB HIGHLIGHTS PACK

Role:	Senior Project Officer
Department:	Business Development & Investments
Reports to:	Chief Business Development Officer
Direct Reports:	1
Location:	Broome WA
Contract Type:	Full-Time, Fixed-Term

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.

PRIMARY FUNCTION

In accordance with Yawuru’s Corporate Strategy and NBY’s Investment Strategy, the Senior Project Officer leads initiatives in order to leverage and develop NBY’s assets for the purpose of growing sustainable income streams.

ESSENTIAL SELECTION CRITERIA

1. Tertiary qualification or equivalent work experience in finance, project management or related field.
2. Demonstrated sound commercial and business acumen and the ability to identify opportunities and develop them into commercially viable outcomes.
3. Advanced interpersonal skills, including the ability to engage, influence, negotiate, and facilitate.
4. Advanced project management and due diligence skills including management of consulting teams, budgets, programs, and financial reporting to deliver projects to agreed specifications for time, cost, and scope.
5. Demonstrated experience managing staff, contractors and building successful teams.

DESIRABLE SELECTION CRITERIA

1. Knowledge and understanding of Aboriginal and Torres Strait Islander people, cultures and issues affecting them.
2. Experience working in culturally diverse workplaces.
3. Possession of an established network in relevant sectors.
4. Experience in town planning and property development

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:

An Attractive Salary package plus 10.5% Superannuation is offered

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 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 should be sent electronically to 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 9600 and ask for Bronwyn Clark, Manager Human Resources & Organisational Development.

Applications for this position close at **5pm Tuesday, 19 March 2024.**



POSITION	LOCATION	REPORTING RELATIONSHIP
Senior Project Officer	Broome, WA	Reports to Chief Business Development Officer
ORGANISATIONAL CONTEXT		
<p style="text-align: center;"><i>“Strengthening Mabu Liyan for all, always”</i> <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>		
PRIMARY FUNCTIONS		
<p>In accordance with Yawuru’s Corporate Strategy and NBY’s Investment Strategy, the Senior Project Officer leads initiatives in order to leverage and develop NBY’s assets for the purpose of growing sustainable income streams.</p>		
LINE MANAGEMENT RESPONSIBILITIES		COMMUNICATION AND ENGAGEMENT RESPONSIBILITIES
<ul style="list-style-type: none"> • Chef, Mabu Mayi Cafe 		<ul style="list-style-type: none"> • Chief Business Development Officer • NBY Management team • Industry partners / networks • Other NBY stakeholders, as required
KEY ACTIVITIES AND TASKS		
<p>PROJECT MANAGEMENT</p> <ul style="list-style-type: none"> • Contribute and provide input into the annual Business Plan/budget process, and strategic planning initiatives. • Prepare and/or assist in the development of detailed Business Cases / Funding Submissions or briefing notes associated with project objectives, due diligence and obtain organisational commitment to projects. • A holistic approach should be taken to managing projects from initiation to completion; considering cultural, environmental, social and economic outcomes. • Manage the day-to-day operations of various projects and NBY Joint Ventures, from initiation stage to completion, including high level projects, to ensure the project objectives are on schedule and budget, including coordination of consultant teams where required. • Identify and manage project risks to ensure that the project objectives are met with a managed level of risk to the organisation and keep the Chief Business Development Officer regularly informed of those risks and implement risk mitigation strategies. • Procure and influence partners to achieve ‘best practice’ in project design and financial returns to the organisation. • Oversee and coordinate Federal, State and Local Government approval processes in a timely and cohesive manner. • Build strong relationships with Local Government, community associations and other State Government agencies to achieve positive outcomes. • Manage financial expenditure of projects, including creation and review of financial feasibilities and authorising expenditure in accordance with approved budgets. • Assist with documentation, tendering and award of contracts as well as attending site meetings, supervising and reporting on variations and schedule. Ensure deadlines are strictly adhered to. • Regularly report as directed on the performance of projects against time, cost, and risk performance indicators. • Coordinate/oversee projects assigned to other designated management team(s) or designated staff. • Provide oversight to the efficient running and budget management of Mabu Mayi Café, in collaboration with the Chef. 		



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;
- Meet 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, WHS Act and the EEO Act;
- Continuously identify opportunities for improvement.

OTHER

- Undertake other tasks as requested by the CEO, CBDO, COO, CFO, or delegated representative and that are relevant to this position and commensurate with incumbent's skills, abilities, and experience.

KEY OUTCOMES OF THIS POSITION

PROJECT MANAGEMENT

- Yawuru's projects delivered on time and within budget.
- Operations and/or joint ventures or facilities are efficiently run, positively promoted, and highly regarded within the community.
- Projects assembled, managed, and delivered in order to meet organisational objectives. e.g. approvals obtained, due diligence and risk assessments conducted.
- Diverse team of consultants and contractors managed, marketing and sales activities coordinated, and completed projects handed over.

ADMINISTRATION

- All outcomes completed in a timely manner.

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

6. Tertiary qualification or equivalent work experience in finance, project management or related field
7. Demonstrated sound commercial and business acumen and the ability to identify opportunities and develop them into commercially viable outcomes.
8. Advanced interpersonal skills, including the ability to engage, influence, negotiate, and facilitate.
9. Advanced project management and due diligence skills including management of consulting teams, budgets, programs, and financial reporting to deliver projects to agreed specifications for time, cost, and scope.
10. Demonstrated experience managing staff, contractors and building successful teams.

DESIRABLE QUALIFICATIONS, KNOWLEDGE AND SKILLS

5. Knowledge and understanding of Aboriginal and Torres Strait Islander people, cultures and issues affecting them.
6. Experience working in culturally diverse workplaces.
7. Possession of an established network in relevant sectors.
8. Experience in town planning and property development.

PRE-EMPLOYMENT REQUIREMENTS

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