

JOB HIGHLIGHTS PACK

Role:	Executive Director Business Development
Department:	Executive
Reports to:	Chief Executive Officer
Direct Reports:	Senior Project Officer / Senior Housing Officer
Location:	Broome, WA
Contract Type:	Permanent, Full-time

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

The Executive Director Business Development is responsible for leading initiatives to unlock NBY’s extensive property portfolio, grow sustainable income streams, and deliver on broader economic development outcomes. This includes but is not limited to:

- progressing development and full utilisation of land at the Broome Health and Wellbeing Campus (Yinajalan Ngarrungunil);
- activating NBY’s freehold land;
- progressing significant residential, tourism and industrial development sites by navigating through relevant environmental and planning regulations;
- delivering affordable housing programs to Aboriginal people;
- pursuing strategic partnerships and joint ventures in new business opportunities;
- capitalising on the Broome tourism market; and,

engaging with relevant stakeholders and Government agencies to resolve outstanding Aboriginal Lands Trust Estate and Indigenous Land Use Agreement matters.

ESSENTIAL SELECTION CRITERIA

1. Tertiary qualification in business, management, urban planning, or related field.
2. Demonstrated stakeholder engagement skills, including advanced interpersonal skills and the ability to influence, negotiate, and facilitate.
3. Demonstrated ability to identify business opportunities and develop them into commercially viable outcomes.
4. Sound project management and due diligence skills including management of grants, procurement, consulting teams, budgets, programs, and financial reporting to deliver projects to agreed specifications for time, cost and scope.
5. Possession of an established network within Government and investment sectors.
6. Demonstrated experience managing staff, contractors and building successful team cultures.

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.

BENEFITS OF WORKING FOR NYAMBA BURU YAWURU



Contribute to the success of Broome's Traditional Owner Group



Generous salary packaging



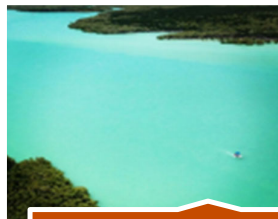
Active Social 'Binda Binda' (Butterfly) Club



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

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 the following:

1. Cover Letter addressing the Selection Criteria
2. Current Resume / CV

Should you require further information relating to this position or process, or you would like a copy of the Jobs Highlight Pack, we welcome your call on (08) 9192 9604 or ask for Ellen Smith, Chief Business Development Officer at Reception.

Applications close 2 October 2024



POSITION	LOCATION	REPORTING RELATIONSHIP
Executive Director Business Development	Broome, WA	Chief Executive 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 entity of the Yawuru Native Title Holders Aboriginal Corporation and manages the day-to-day business of Yawuru. The organisation 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 FUNCTION		
<p>The Executive Director Business Development is responsible for leading initiatives to unlock NBY’s extensive property portfolio, grow sustainable income streams, and deliver on broader economic development outcomes. This includes but is not limited to:</p> <ul style="list-style-type: none"> • progressing development and full utilisation of land at the Broome Health and Wellbeing Campus (Yinajalan Ngarrunguil); • activating NBY’s freehold land; • progressing significant residential, tourism and industrial development sites by navigating through relevant environmental and planning regulations; • delivering affordable housing programs to Aboriginal people; • pursuing strategic partnerships and joint ventures in new business opportunities; • capitalising on the Broome tourism market; and, • engaging with relevant stakeholders and Government agencies to resolve outstanding Aboriginal Lands Trust Estate and Indigenous Land Use Agreement matters. 		
LINE MANAGEMENT RESPONSIBILITIES	COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES	
<ul style="list-style-type: none"> • Senior Project Officer • Senior Housing Support Officer <ul style="list-style-type: none"> ○ Housing Support Officer 	<ul style="list-style-type: none"> • Yawuru Corporate Group Boards • NBY Audit, Investment and Risk Committee • NBY Executive and Management Teams • Industry partners, stakeholders and networks • NBY staff, Yawuru community and broader Broome community 	
KEY OUTCOMES OF THIS POSITION		
<p>LEADERSHIP</p> <ul style="list-style-type: none"> • Organisational culture is maintained and enhanced in alignment with NBY values. • Yawuru’s brand and reputation is maintained and enhanced. • Initiative and communication is demonstrated across all levels of the organisation. <p>MANAGEMENT</p> <ul style="list-style-type: none"> • Staff within your line management feel supported, have accountability and are transparent in their work. 		



- Operations are delivered in accordance with safe work practices, as per timeframes and budget, and in line with the relevant Strategic Plan(s).
- Timely, accurate and complete reporting on business operations is developed, implemented, and shared with the Executive and relevant Boards.
- Culture supports the elevation of Aboriginal people into positions of senior management and leadership.
- Projects meet performance indicators in alignment with the NBY Strategic Plan and Operational Plan.

BUSINESS DEVELOPMENT

- Relevant strategies and policies are developed and implemented, such as the Yawuru Estate Strategy, Tourism Activation Strategy, Partnership & Engagement Policy, and Decision-Making Framework.
- Investment Policy & Strategy is implemented in alignment with NBY's Strategic Plan to provide profitable and sustainable returns.
- Existing operations are maximised for efficiency and outputs, while balancing the key pillars of NBY across culture, country, community, and prosperity.
- Asset management processes are systematically reviewed, tracked, and improved to enhance efficiencies.
- Seek new business opportunities, either through acquisition or joint venture and in alignment with positive social, cultural, environmental, and economic outcomes.

STRATEGY

- Undertake strategic stakeholder engagement, ensuring the business is well positioned and well-known as a preeminent contributor to the economic development of Aboriginal people, Broome, and the wider Kimberley.
- Remain abreast of key policy and government positions at a local, state, and federal level, and respond accordingly.

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. Tertiary qualification in business, management, urban planning, or related field.
2. Demonstrated stakeholder engagement skills, including advanced interpersonal skills and the ability to influence, negotiate, and facilitate.
3. Demonstrated ability to identify business opportunities and develop them into commercially viable outcomes.
4. Sound project management and due diligence skills including management of grants, procurement, consulting teams, budgets, programs and financial reporting to deliver projects to agreed specifications for time, cost and scope.
5. Possession of an established network within Government and investment sectors.
6. Demonstrated experience managing staff, contractors and building successful team cultures.

DESIRABLE QUALIFICATIONS, KNOWLEDGE AND SKILLS

3. Knowledge and understanding of Aboriginal and Torres Strait Islander people, cultures and issues affecting them.
4. 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.

Chief Executive Officer: _____ Signature: _____ Date

Executive Director Business Development: _____ Signature: _____
Date _____

