

JOB HIGHLIGHTS PACK

Role:	HR & WHS Officer
Department:	Corporate
Reports to:	Manager HR & OD
Direct Reports:	Nil
Location:	55 Reid Rd, Broome WA
Contract Type:	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 help to provide social, cultural, environmental and financial sustainability for the future of Yawuru people.

PRIMARY FUNCTION

The HR & WHS Officer is responsible for providing proactive and professional support regarding all Human Resources & Work Health Safety functions. This role supports compliance with employment and WHS legislation, promotes a positive workplace culture, and fosters a safe and healthy work environment by implementing best-practice HR and WHS strategies.

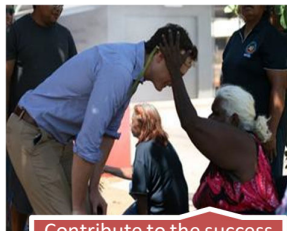
ESSENTIAL SELECTION CRITERIA

1. Certificate IV in Work Health and Safety or at least 3 years' experience in a WHS role
2. Previous experience in a similar role with an understanding of HR principles and administration.
3. Proficient word processing and computing skills using Microsoft Office programs and document management systems.
4. Excellent verbal and written communication skills.
5. High attention to detail.
6. Demonstrated organisational skills including the ability to manage competing priorities and deliver on a range of tasks and projects.
7. Strong interpersonal skills to build and develop good working relationships with internal and external stakeholders.
8. Demonstrated ability to operate in a confidential environment and maintain trust and integrity.

DESIRABLE SELECTION CRITERIA

1. Higher qualifications and/or equivalent experience in Human Resources, Workplace Health & Safety or Business Administration (or progress towards).
2. Creative thinking and problem-solving skills.
3. Knowledge and understanding of Aboriginal and Torres Strait Islander people, cultures and issues affecting them

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



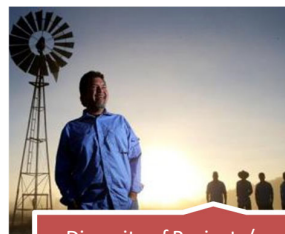
Learn Yawuru Language



Work with Yawuru Traditional Owners



Involvement with Community at Community Events



Diversity of Projects/ Work Opportunities



Unlimited access to GO1 training platform

Salary Packaging

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 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 close at 5pm on Tuesday 15 April 2025.

POSITION	LOCATION	REPORTING RELATIONSHIP
HR & WHS Officer	Broome, Western Australia	Reports to the Manager – Human Resources & Organisational Development
ORGANISATIONAL CONTEXT		
<p style="text-align: center;"><i>“Making mabu liyan real for all, always” 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 FUNCTION		
<p>The HR & WHS Officer is responsible for providing proactive and professional support regarding all Human Resources & Work Health Safety functions. This role supports compliance with employment and WHS legislation, promotes a positive workplace culture, and fosters a safe and healthy work environment by implementing best-practice HR and WHS strategies.</p>		
LINE MANAGEMENT RESPONSIBILITIES	COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES	
<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Manager – HR & OD • NBY Executive & YHC & PPPL Management team • Internal NBY, YHC & PPPL staff • Prospective employees • Public & external Stakeholders • WHS Regulators 	
KEY RESPONSIBILITIES		
<p>HUMAN RESOURCES</p> <ul style="list-style-type: none"> • Support the smooth functioning of all HR functions including but not limited to; recruitment & selection, induction & probation, learning & development, organisational development, counselling & discipline and workplace health & safety. • Assist with the development and maintenance of people policies and practices throughout the organisation. • Assist in the preparation of accurate and timely HR documentation, including but not limited to, employment contracts, variations, position descriptions, organisational charts and new employee starter packs. • Provide administrative support for recruitment processes including creating job highlights packs, posting advertisements and managing recruitment documentation. • Assist with the coordination and delivery of induction and onboarding processes for new staff. • Assist in the development and maintenance of systems to collect and manage records in line with NBY's records management framework, HRIS, privacy policies and relevant legislation. • Support the roll-out & coordination of HR projects. <p>WORK, HEALTH & SAFETY</p> <ul style="list-style-type: none"> • Conduct risk assessments across NBY and its agricultural subsidiaries to identify potential hazards and risks in the workplace 		



- Develop, implement, and maintain comprehensive safety management systems, ensuring regular reviews and updates of risk management plans.
- Maintain WHS Management Software and its effective implementation across NBY and its agricultural subsidiaries
- Oversee the execution of effective control measures, including thorough inspections and audits, to proactively identify, eliminate, or minimise workplace risks.
- Ensure compliance with local, state, and federal health and safety laws and regulations.
- Stay updated on relevant legislation and recommend changes as necessary.
- Assist in the development, review, and continuous improvement of health and safety policies, procedures, and best practices to maintain a safe and compliant workplace
- Develop, implement, and maintain robust emergency response plans and procedures, coordinating regular drills and training sessions to ensure staff preparedness for potential emergencies
- Work closely with management, employees, and external regulatory bodies to uphold workplace safety standards, serving as the primary point of contact for all WHS-related matters within the organisation

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 QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

9. Certificate IV in Work Health and Safety or at least 3 years' experience in a WHS role
10. Previous experience in a similar role with an understanding of HR principles and administration.
11. Proficient word processing and computing skills using Microsoft Office programs and document management systems.
12. Excellent verbal and written communication skills.
13. High attention to detail.
14. Demonstrated organisational skills including the ability to manage competing priorities and deliver on a range of tasks and projects.
15. Strong interpersonal skills to build and develop good working relationships with internal and external stakeholders.
16. Demonstrated ability to operate in a confidential environment and maintain trust and integrity.

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

Higher qualifications and/or equivalent experience in Human Resources, Workplace Health & Safety or Business Administration (or progress towards).
Creative thinking and problem-solving skills.
Knowledge and understanding of Aboriginal and Torres Strait Islander people, cultures and issues affecting them.

PRE-EMPLOYMENT REQUIREMENTS

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

