

## JOB HIGHLIGHTS PACK

---

<b>Role:</b>	<b>Housing Officer</b>
<b>Department:</b>	Finance and Commercial
<b>Reports to:</b>	Senior Housing Officer
<b>Direct Reports:</b>	Nil
<b>Location:</b>	55 Reid Rd, Broome WA
<b>Contract Type:</b>	Part-Time (3 days/week)

### 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 Housing Officer is responsible for supporting NBY's housing services and projects, including the Yawuru Home Ownership Project, investment properties and Jalbi Jiya Housing Program.

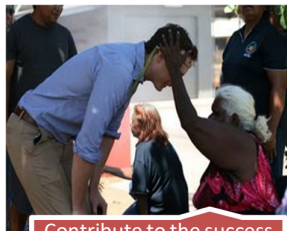
### ESSENTIAL SELECTION CRITERIA

1. Experience in project support, administration, or other relevant role, preferably in Aboriginal housing.
2. Experience in case management and client support systems.
3. Proficient interpersonal, verbal, and written communication skills to develop good working relationships with internal and external stakeholders and complete written reports as requested.
4. Proficient organisational skills including the ability to manage competing priorities and deliver activities to agreed specifications.
5. Proficient word processing and computing skills using Microsoft Office programs along with the ability to use document management systems and preferably experience in using property management software.
6. Ability to work within a team, demonstrating flexibility and a willingness to actively contribute towards achieving NBY's overall strategies.

### DESIRABLE SELECTION CRITERIA

7. Experience in property management.
8. Previous knowledge of barriers faced by Yawuru people and the Aboriginal community as a whole.

## 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



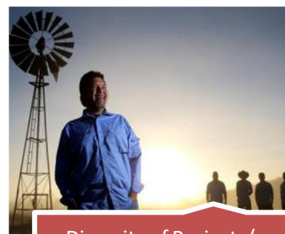
Learn Yawuru Language



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](mailto: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 **5:00pm 5 May 2025**

**We reserve the right to close off this position before the closing date should we have a suitable applicant pool.**

POSITION	LOCATION	REPORTING RELATIONSHIP
Housing Officer	Broome, Western Australia	Senior Housing Officer
ORGANISATIONAL CONTEXT		
<p><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 FUNCTION		
The Housing Officer is responsible for supporting NBY’s housing services and projects, including the Yawuru Home Ownership Project, investment properties and Jalbi Jiya Housing Program.		
LINE MANAGEMENT RESPONSIBILITIES	COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Senior Housing Officer</li> <li>Chief Financial and Commercial Officer (CFCO)</li> <li>Foundation Housing Limited (FHL)</li> <li>Northwest Aboriginal Housing Fund (NWAHF)</li> <li>Internal NBY colleagues</li> <li>NBY program participants and community members</li> </ul>	
KEY RESPONSIBILITIES		
<p><b>PROGRAM ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>Provide case management and work collaboratively with tenants in the Jalbi Jiya Housing Program to transition to home ownership.</li> <li>Work collaboratively with NBY and key stakeholders including the North-West Aboriginal Housing Fund (NWAHF)</li> <li>Adhere to all reporting and compliance requirements as per the Jalbi Jiya Head Agreement and Management Plan.</li> <li>Ensure reliable, timely communication with program participants and other stakeholders, by handling phone calls and organising meetings as required.</li> <li>Provide high level service to staff, clients, visitors, and other service users in line with NBY’s vision, mission, and values.</li> <li>Support the drafting of correspondence, policies, and reports, as directed.</li> <li>Ensure invoices, purchase orders and accounts are generated and processed in line with NBY’s financial policies and processes.</li> <li>Ensure records are systematically managed in accordance with relevant NBY policies and processes.</li> <li>Assist clients/participants and community members with completing or interpreting documents.</li> </ul> <p><b>INDIVIDUAL COMMITMENT</b></p> <ul style="list-style-type: none"> <li>Actively embrace and integrate NBY’s vision, mission and values into the role, and model appropriate behaviours.</li> <li>Work collaboratively with management and staff across the business in support of NBY’s strategic objectives</li> <li>Maintain a professional approach in the workplace.</li> <li>Conform to NBY’s conditions of employment, code of conduct, and organisational policies and procedures.</li> <li>Adhere to relevant legislative requirements.</li> <li>Continuously identify and implement opportunities for improvement.</li> </ul>		
ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ATTRIBUTES		



1. Experience in project support, administration, or other relevant role, preferably in Aboriginal housing.
2. Experience in case management and client support systems.
3. Proficient interpersonal, verbal, and written communication skills to develop good working relationships with internal and external stakeholders and complete written reports as requested.
4. Proficient organisational skills including the ability to manage competing priorities and deliver activities to agreed specifications.
5. Proficient word processing and computing skills using Microsoft Office programs along with the ability to use document management systems and preferably experience in using property management software.
6. Ability to work within a team, demonstrating flexibility and a willingness to actively contribute towards achieving NBY's overall strategies.

#### DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Experience in property management.
2. Previous knowledge of barriers faced by Aboriginal people and the Aboriginal community as a whole.

#### PRE-EMPLOYMENT REQUIREMENTS

1. Current 'C' Class driver's licence
2. National police clearance
3. Current COVID Vaccination Certificate

#### CERTIFICATION

Details contained in this document are an accurate statement of duties, responsibilities, and other requirements of the role.

**Housing Officer:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**CEO:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_