



# Implementation Officer

*We strongly encourage applications from Aboriginal and Torres Strait Islanders, people from culturally diverse backgrounds and people with disabilities.*

## About YAC

Yinhawangka Aboriginal Corporation RNTBC ("YAC") is the Registered Native Title Body Corporate for approximately 10,000 sq.km around Paraburdoo in North Western Australia, which is held in Trust for approximately 350 Yinhawangka people. Paraburdoo is a small mining town in the Pilbara. YAC has offices in both Perth and Paraburdoo and is experiencing significant change and growth. Similarly, this position will also change and grow and as such, will require flexibility.

## About the Role

The Implementation Officer will assist YAC and the Yinhawangka people to manage and ensure compliance with Mining Agreements and associated implementation obligations and commitments. The role will be the primary contact at YAC with regards to all business, employment, contracting, and training related matters. The role will manage and implement, where delegated, major projects, engaging and liaising with Yinhawangka communities, and facilitate Yinhawangka employment, education, business, and training initiatives and opportunities.

## Key responsibilities:

- Ensure consistent community engagement and relationship building and provide daily support to Yinhawangka members. This includes frequent travel to remote Yinhawangka communities with a specific focus on cultural and socio-economic empowerment and building capacity in finance and business.
- Develop and implement on-Country camps focused on cultural resilience and revitalisation and intergenerational knowledge sharing.
- Attend and prepare for monthly Regional Implementation Committee (RIC) meetings and biannual RIC meetings.
- Ensure consistent communications with mining companies with regards to economic planning, business development, contracting, and operations and manage and facilitate training, business and contracting initiatives.
- Develop and implement Cultural Awareness Training (CAT) modules and coordinate CAT facilitators.
- Create, implement, and improve processes for Yinhawangka access to mine sites.

## Key Selection Criteria:

- Experience liaising with various stakeholders to facilitate and ensure best outcomes for Traditional Owners
- Willingness and availability to travel throughout the Pilbara, primarily to remote communities
- Knowledge of and respect for Pilbara Aboriginal history and culture
- Previous experience developing socio-economic benefits and aspirations for Aboriginal communities
- Previous experience in social work and/or community development - highly desirable
- Previous experience in business and project management - highly desirable
- Previous experience developing and implementing policies and procedures - highly desirable
- Previous experience working with and knowledge of the resource industry - highly desirable
- Highly organised with strong time management skills
- Systems savvy and comfortable with technology, particularly experienced with MS office (intermediate to advanced)
- Excellent interpersonal skills, resilience, empathy and a strong ability to communicate tactfully and courteously
- Keen and consistent attention to detail and accuracy

- Strong written communication skills with strong ability to communicate in both technical and accessible language
- Impeccable professionalism and confidentiality
- Ability to work independently, show initiative, maintain confidentiality and work productively within the team
- Be physically fit with unrestricted ability to lift, bend, stretch and twist. Physical activities include walking, talking, standing, stooping, hearing, seeing, bending, reaching, writing, grasping, handling, stretching, balancing, pushing and pulling.
- Drivers License - C Class. Experience driving in remote areas required

### **The amazing rewards you'll receive!**

This is an extremely rewarding opportunity to help shape positive outcomes for Aboriginal and Torres Strait Islander people and make a genuine difference to the Pilbara region both now and into the future. You will have meaningful opportunities to develop both professionally and personally in the role while you create lasting relationships with stakeholders at all levels and witness change firsthand.

In return for your dedication and leadership, you will be rewarded with an attractive salary and a further range of great benefits including:

- Company uniform, mobile phone and laptop
- Five (5) weeks annual leave
- A company vehicle made available
- Flexible working environment

As part of an empowered Corporation, you will experience great job security and the collective support of the Yinhawangka People through close collaboration with the Yinhawangka Aboriginal Corporation Board, Yinhawangka committees, regional community organisations, and individual members, as you play a key part in an innovative reform agenda intended to create lasting positive change.

### **To Apply**

To apply for this position, please email [recruitment@yinhawangka.com.au](mailto:recruitment@yinhawangka.com.au) Attn: Anna Fagan attaching a Cover Letter addressing the Key Selection Criteria and a Resume by COB November 24 2023.

