

Survey coordinator position

Location: Perth or Paraburdoo based

Yinhawangka Aboriginal Corporation is currently seeking for a **Survey Coordinator** on a fixed term basis. The term of the contract is until 31 December 2024, aligned with the funding provided for the position.

Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.

About YAC

Yinhawangka Aboriginal Corporation RNTBC ("YAC") is the registered native title body corporate for approximately 10,000 sq.km around Paraburdoo in the Pilbara of Western Australia which is held in trust for approximately 350 Yinhawangka people. YAC is experiencing significant growth and it is envisaged that this position will develop, you will require flexibility and openness to change.

About the Role

The primary responsibility of the Survey Coordinator role is to support Lands Manager, coordinate surveys efficiently, participate in survey selection meetings and manage follow-up actions.

Random drug & alcohol screenings apply to this role and all other positions.

Key responsibilities

- Support Lands Manager with focus on coordinating timely responses to activity notices.
- Arrange and participate in survey selection meetings.
- Manage follow-up actions required in relation to surveys or monitor team selection.
- Perform other duties as directed by the manager.

Key selection criteria

- Knowledge of Yinhawangka people and country.
- Demonstrated experience in a similar role.
- Ability to coordinate and facilitate activities.
- Knowledge of land management practices.
- Excellent written and verbal communication.
- Strong interpersonal skills and ability to effectively communicate with stakeholders.
- Proactive and problem-solving skills.
- Strong attention to detail.
- Basic computer skills.
- Excellent work ethic and strong time management skills.
- **Mandatory:** WA Class C driver's licence.
- National police clearance (not older than six months)

How to apply:

Please email us at heritage@yinhawangka.com.au.

Applications close on Tuesday 30 April 2024. Yinhawangka Aboriginal Corporation RNTBC will review the applications as they come through and reserves the right to close the advertisement prior to the closing date in the event that the position is filled.