



Position Profile

Position Title:	Project Development Manager – Divestment
Classification:	EL2
Division / Section / Unit / Team:	Program Delivery
Location:	To be negotiated
Position Title of Supervisor:	Central Divisional Manager
Position(s) Supervised:	Nil

Organisational Environment

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and fresh water country.

Section/Unit Environment

The Program Delivery Directorate oversees the management and implementation of the ILSC core legislative acquisition and management functions that assist Indigenous people to acquire and manage country (land and water) across Australia. It does this to achieve economic, social, cultural or environmental benefits for Aboriginal and Torres Strait Islander people. It does this in accordance with the ILSC's National Indigenous Land and Sea Strategy. To do this it has three operational regions being Central Division (based in Adelaide and responsible for NT, SA, Vic and Tas) Eastern Division (Brisbane responsible for QLD and NSW) and Western Division (based in Perth and responsible for WA).

Purpose of the Position

The purpose of the position is to manage the ILSC's divestment of high value land assets to Aboriginal and Torres Strait Islander organisations.

Divestment programs ensure that economic, social, cultural or environmental benefits for Aboriginal and Torres Strait Islander people are realised through the ownership of land.

Working as part of a project team, the Project Development Manager – Divestment will ensure that Divestment strategies are developed and effectively managed to ensure divestment outcomes meet ILSC strategic goals and organisational mandate.

The key responsibilities of the Project Development Manager – Divestment include:

- Work closely with divestment stakeholders to design, plan and implement strategies that will support divestment of high-value assets.
- Facilitate relationships and partnerships between a complex set of stakeholders in a cross-cultural context.
- design and development of a process to identify, analyse, and select potential divestment opportunities.
- Development of a robust project management framework to effectively manage divestment toward completion.
- assisting the chosen divestment partners to build internal capability to ensure divestment readiness and success
- management and coordination of internal and external communications ensuring consistency of messaging and accuracy of information
- engagement with Federal and State government entities, internal groups and other key identified stakeholders
- ensure divestment activities and outcomes meet ILSC strategic outcomes and core mandate
- reporting on outcomes and other key performance indicators both to and on behalf of the Internal Steering Committee/s

In addition, the position will be required to:

- report regularly to the ILSC on project milestones, outcomes, and key risks, including actions in place to ensure positive outcomes, identification of barriers to success and possible solutions
- act as a liaison between divesting groups, the ILSC, and any third-party organisations in place to manage transitions
- act as the single point of contact and enquiry for the divestment program of works
- ensure an accurate and timely line of sight across multiple complex divestment projects

Qualifications

Tertiary qualifications in business development, project management, or related fields are highly desirable, but not essential.

Key Responsibilities / Accountabilities and Outcomes

Capability 1: Shapes Strategic Thinking and Communicates with Influence

- Identify opportunities by researching market trends and business opportunities for Divestment.
- Develop and implement strategies to ensure an environment of open and collaborative communication.

Capability 2: Engages stakeholders and cultivates productive working relationships

- Build strong relationships, influencing and negotiating with potential divestment Partners, Federal Government, Statutory Authorities and State Government Agencies to achieve positive development and sustainable divestment outcomes.
- Communicate with Indigenous stakeholders to achieve outcomes and has an in-depth understanding of Indigenous cultures issues facing Indigenous people.
- Actively manages relationships, committees and workshops with stakeholders including Internal Steering Committee and other internal and/or external bodies and project partners.

Capability 3: Achieves Results

- Evaluate ongoing project performance and identify critical success factors. Instigates continuous improvement to processes.
- Manages and oversees the day-to-day operations of the project to ensure the objectives are met to schedule and on budget.
- Prepare high quality/complex submissions, briefings, reports and other correspondence to facilitate information exchange, including the provision of advice regarding policy and operational issues.
- Uphold the ILSC's Values and Code of Conduct.
- Manage, monitor and report on all relevant fraud prevention initiatives in order to prevent fraud and to report possible breaches.
- Act professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
- Operate as an effective representative of the organisation in public and internal forums.
- Provide impartial and forthright advice.

Work, Health, Safety and Environmental Matters

- Demonstrate commitment and active participation in achieving quality management goals in relation to continuous improvement and complying with the ILSC's policies and procedures.
- Demonstrate commitment and active participation in activities that contribute towards a healthy and safe work environment, with a focus on continuous improvement and building a positive reporting culture.

- In accordance with environmental policies and procedures, participate in sound environmental management practices and demonstrate individual commitment to the ongoing improvement of the organisations environmental performance.

Risk Management

- Assist in the identification of hazards and the application of suitable risk control measures to minimise arising risks. Actively participate and follow all risk management requirements including those documented in ILSC's procedures and any directions provided by line management to minimise risk to employees, the organisation or its stakeholders.

Technology

- Demonstrate competency in contemporary corporate information management, information technologies and systems.

Selection Criteria

The occupant of this position will be able to demonstrate the possession of the following criteria.

Technical

1. Proven experience within complex merger/acquisition/divestment environments
2. Proven experience with complex project management of divestments across Heritage, Aboriginal Community Development or Business sectors.
3. Demonstrated sound commercial and business acumen and the ability to identify divestment opportunities and develop them into viable outcomes that maximise benefits to the Indigenous Estate
4. Ability to manage changes to project scope, schedule, and costs using appropriate verification techniques.
5. High level research, analysis and report writing skills to effectively inform, advise and make recommendations and / or inform decision makers in regard to critical issues.
6. Demonstrated ability to manage conflicting priorities, meet deadlines and commitments, and identify acceptable costs and outcomes

Relationships

7. Capacity to work independently and as a member of a team in a diverse work environment and to effectively manage priorities and tasks to completion.
8. Ability to communicate effectively with Aboriginal people and Torres Strait Islanders and holds a strong knowledge and understanding of their culture.
9. Demonstrated high level communication and interpersonal skills, including the ability to engage, influence, negotiate, and facilitate within complex groups including navigating complex and changing relationships.
10. Significant experience working in culturally diverse workplaces.

Leadership

11. Ability to lead complex and significant divestment projects, key stakeholders and decision-making processes.

Special Conditions

The preferred applicant will be engaged under the provision of the ILC Enterprise Agreement and will be required to undertake a criminal history check and medical assessment. However, the results may not necessarily preclude an appointment.

Appointment to this position of a person not currently an officer of the Indigenous Land and Sea Corporation will be subject to a probationary period of not less than six months.

Officers may be required to undertake extended hours of work under the provisions of the TOIL scheme.

Possession of a valid driver's licence is essential. Any disqualification of your driver's license may result in termination of employment.

There may be a requirement for intrastate and interstate travel and stay for periods in remote locations, requiring overnight absences. Travel to remote locations may require the need to drive a 4WD vehicle (training provided if required) and/or fly in light planes.

Expectations and Behaviours

All employees are expected to conduct themselves in a professional manner at all times. Below are some brief guidelines on the values of the ILSC. Accepting a position with the ILSC indicates that you accept these guidelines and will uphold and promote them.

A full description of the ILSC Values and Code of Conduct is available in the current ILC Enterprise Agreement available on the ILSC website at www.ilsc.gov.au.

EEO/Diversity – All ILSC employees must recognise and adhere to the principles of Equal Opportunity. This means being non-discriminatory in all they say and do and recognising and accepting the value of diversity within the ILSC and broader community.

Probity – All ILSC employees must undertake all their duties in an open and honest manner. Employees must never use their position for personal gain either directly or indirectly. ILSC employees are obligated to recognise and report any instances where a conflict of interest may arise either for themselves or other ILSC employees.

Work Health and Safety (WHS) – All ILSC employees have an obligation to work safely at all times and not endanger their own well-being or the well-being of others. This includes employees at ILSC as well as members of the public. Furthermore all employees are obligated to report any hazardous circumstances or potentially hazardous circumstances as soon as they become aware of them.

Customer Service – All ILSC employees are required to make a commitment to providing the highest level of Customer Service to all those people and organisations that they deal with while undertaking their duties.

Continuous Improvement – All employees at ILSC are required to undertake their duties in an environment whereby the commitment to continuous improvement is a core value and accompanies all activities.