



Position Profile

Position Title:	Central Divisional Manager
Classification:	Senior Executive Employee – Band 1
Division / Section / Unit / Team:	Program Delivery Directorate
Location:	Adelaide
Position Title of Supervisor:	Executive Director Programs
Position(s) Supervised:	Business Development Manager Operations Managers Senior Administrative Officer

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.

Divisional/Directorate Environment

The Program Delivery Directorate primarily through the Our Country our Future program (OCOF) 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 (based in Brisbane and responsible for QLD and NSW) and Western Division (based in Perth and responsible for WA).

Purpose of the Position

Under the direction of the Executive Director Program Delivery, build and lead the Central Division of the ILSC to develop and implement projects that deliver social, cultural, economic and environmental benefits to Indigenous Australians. Specifically, the Central Divisional Manager will lead the implementation of the ILSC's land and sea acquisitions and management in line with the NILSS and OCOF program objectives.

Qualifications

Formal qualifications in an appropriate discipline will be highly regarded.

Duties

1. Lead and manage the key functions of the Divisional Office of the ILSC through effective leadership, planning, organising and the achievement of outcomes in line with the *Aboriginal and Torres Strait Islander Act 2005*, NILSS and OCOF Program objectives.
2. Provide high-level advice and recommendations on the ILSC's land and sea acquisition and land and sea management functions and activities to the ILSC Executive and ILSC Board.
3. Lead, evaluate, review and report on Central Divisional activities, including the delivery of continuous improvement strategies, ensuring that the Division meets agreed KPI's relating to the acquisition and divestment of land and sea and the delivery of benefits on Indigenous owned land and sea.
4. Ensure that human resources, financial and physical assets are effectively and efficiently deployed to meet divisional and organisational goals and objectives.
5. Establish and foster collaborative and strategic relationships with an extensive and diverse range of stakeholders, including with Indigenous organisations, other non-government and government organisations and agencies. Represent the ILSC at a range of forums.
6. Drive new business opportunities and ILSC OCOF investment into land and sea acquisition and land and sea management projects that deliver benefits for Indigenous people, including leading the analysis and assessment of new business opportunities in line with ILSC investment principles and objectives.
7. Oversee implementation, monitoring, measuring and reporting on ILSC land and sea acquisition and land and sea management investments with a focus on financial and governance compliance and project performance of funding recipients.
8. As a Senior Executive, undertake other duties and responsibilities, including committee membership, that contribute to operational and strategic outcomes, and/or the efficient and effective functioning of the ILSC.

Selection Criteria

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

Shapes strategic thinking

- Inspires a sense of purpose and direction
- Strategic focus
- Ability to recognise opportunities, harnesses information
- Demonstrate judgment, intelligence and common-sense

1. Achieves results

- Organisational capability
- Professional expertise
- Implements change
- Closure and delivery

2. Exemplifies personal drive and integrity

- Professionalism and probity
- Risk-taking and personal courage
- Action orientation
- Resilience
- Commitment to personal development

3. Cultivates productive and strategic working relationships

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values differences and diversity
- Guides, mentors and develops people

4. Communicates with influence

- Communicates clearly
- Listens, understands and adapts to different audiences
- Negotiates persuasively

5. Demonstrated experience in working with Indigenous people and their communities and a knowledge and understanding of issues effecting Indigenous people will be highly regarded

Special Conditions

The preferred applicant will be engaged as Senior Executive Employee 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 Corporation will be subject to a 6 month probationary period.

Possession of a valid driver's licence that allows you to operate a vehicle in all Australian States and Territories is essential. Any disqualification of your driver's license may result in termination of employment.

There is a requirement for regular intrastate and interstate travel, including the possibility of short stays in remote locations, requiring overnight absences. Travel to remote locations will require the need to travel in a 4WD vehicle (training provided) 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.