



Australian Government
Indigenous Land and Sea Corporation



The ILSC GROUP

Position Profile

Position Title:	Senior Administrative Officer
Classification:	ILC3 Upper
Division / Section / Unit / Team:	Western Divisional Office
Location:	Perth
Position Title of Supervisor:	Divisional Manager
Position(s) Supervised:	1 x Administrative Officer 1 x Trainee

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.

Directorate 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

Under the direction of the Divisional Manager, the Senior Administrative Officer directs and coordinates a team to undertake a range of administrative, financial, reporting and other office based activities to support project staff and management employees, and to maintain the efficient and effective operations of the Divisional Office.

Qualification

Completion or progress towards an appropriate tertiary qualification in administration management or similar will be viewed favourably.

Key Responsibilities/ Accountabilities and Outcomes

1. Supervise, direct and take responsibility for all administrative functions of the Divisional Office, including: office premises, assets and equipment; office WH&S inspections and treatments; office reception; records management; procurement; accounts payable; and travel bookings and payments, in line with relevant Corporate Policies and Procedures.
2. Manage administration staff including communicating job expectations through planning, monitoring and appraising job results in line with Corporate Policies and Procedures, including managing staff performance where required.
3. Support Divisional employees in the preparation and management of project budgets, benefits and schedules, including accurate quality assurance and adherence to relevant delegations to ensure good financial and project management practices are adhered to.
4. Support Divisional employees in the preparation and management of contracts including accurate quality assurance, adherence to relevant delegations and endorsement of requests, to ensure good contract management practices are adhered to by staff.
5. Contribute to the development, review and implementation of new Finance & Administrative policies, procedures, systems and tools. This includes taking a role in ensuring nationally consistent policies, procedures and accountability are maintained by Divisional staff.
6. Contribute to, implement, monitor and report on the Divisional Operational Plan, the ILSC Corporate Plan and Strategic Initiatives to ensure that objectives are met in a timely and efficient manner.
7. Prepare submissions, briefings, reports and other correspondence on the ILSC's activities to management and its clients and stakeholders when required.
8. In consultation with the Information & Communications Services Section:-
 - a. Maintain information & communications systems including videoconferencing unit and secondary server to ensure working order.
 - b. Maintain systems updates for all desktops & laptops to ensure systems remain current.
9. Work as an effective team member of the Divisional office and the wider ILSC, including participation on the Divisional Management Team, through fostering a cooperative, professional and positive work atmosphere and support Divisional strategies for continuous improvement of WDO deliverables.
10. Participate in the Performance Development and Management Program (PDMP).
11. Undertake other duties and responsibilities to contribute to the efficient and effective functioning of the Western Divisional office and the operational and strategic activities of the ILSC.

Selection Criteria

The occupant of this position will be able to demonstrate the possession of the following work related qualities.

1. Demonstrated skills and experience in a financial and administrative role, which includes, but is not limited to procurement, accounts payable, electronic records management system, and assistance with the coordination of other office activities
2. Well-developed knowledge, understanding and practical application of budget monitoring and development, and financial and administrative record keeping procedures and utilisation of appropriate systems.
3. Well-developed knowledge of contract and project management principles with the ability to initiate, plan and organise projects and work programs.
4. Well-developed skills to manage conflicting priorities, meet deadlines and commitments, and identify acceptable costs and outcomes.
5. Ability to communicate effectively with Aboriginal and Torres Strait Islanders and a knowledge and understanding of their culture.
6. Well-developed supervisory skills, including achievements in leadership and motivation of staff to achieve challenging objectives.
7. Well-developed written and oral communication skills, including research, analysis and report writing skills to effectively inform; advise and make recommendations regarding important issues.

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 flex time or TOIL scheme.

Possession of a valid driver's licence is desirable but not essential.

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) 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.