



## Position Profile

<b>Position Title:</b>	Operations Manager
<b>Classification:</b>	EL1
<b>Division / Section / Unit / Team:</b>	Eastern Divisional Office
<b>Location:</b>	Brisbane
<b>Position Title of Supervisor:</b>	Divisional Manager
<b>Position(s) Supervised:</b>	Operational Team

### 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 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 Divisional Manager, lead and manage a team to effectively and efficiently undertake land and water based activities including; acquisition, improvement, holding and granting of property.

### Qualification

Formal qualifications in an appropriate discipline will be highly regarded.

### Key Responsibilities/ Accountabilities and Outcomes

- Develop, implement, monitor and evaluate land and water acquisition, property management and land and water grant projects to ensure they meet the goals of stakeholders and ILSC objectives.

- Manage, supervise and take responsibility for all aspects of the operations (including quality assurance and associated guidance) of a team to ensure effective and efficient implementation of ILSC land and water acquisition, management and land and water grant policies, programs and projects.
- As a member of the Divisional Management Team, contribute to, implement, monitor and report on the Divisional Corporate Priorities and Operational Plan to ensure that objectives are met in a timely and efficient manner.
- Establish strategic relationships with key stakeholder and partner organisations including Indigenous corporations, Government agencies, NGO's and the private sector to partner or leverage investment to acquire and develop Indigenous land and water;
- Complete due diligence of project proposals and investment opportunities with a view to providing recommendations to the Divisional Manager and ILSC Executive ; and
- Contribute to strategy, policy and business improvement processes across the ILSC.

### **General**

- Prepare high quality/complex submissions, briefings, reports and other correspondence to facilitate information exchange, including the provision of advice;
- Work as an effective member of the Program Delivery Directorate fostering a cooperative, professional and positive work atmosphere;
- Undertake key responsibilities for providing a safe and healthy work environment and ensure employees are aware of their WHS responsibilities and obligations. Ensure compliance with the ILSC's WHS Management Systems;
- Manage, monitor and report on all relevant fraud prevention initiatives within the section, ensuring employees are aware of their responsibilities and obligations to prevent fraud and to report possible breaches;
- Uphold the ILSC's Values and Code of Conduct; and
- Undertake other duties and responsibilities as directed.

## Selection Criteria

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

- Demonstrated ability in effectively managing and leading the operations of a small team to deliver high quality service and outcomes within agreed standards and competing deadlines.
- Demonstrated experience in developing and supporting sustainable businesses in both the Non-Government and commercial sectors that deliver enduring outcomes and benefits.
- Ability to develop and implement strategies to assist Indigenous organisations achieve their goals where the ILSC can assist.
- Ability to negotiate and influence outcomes for the benefit of Indigenous people in line with ILSC Strategies and programs.
- Highly developed project management skills and experience in working with Indigenous businesses and organisations.
- Ability to undertake research and analysis including due diligence activities such as financial, cost benefit, opportunity, feasibility, viability and risk analysis in the preparation of persuasive and comprehensive reports and advice to decision makers.
- Ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.
- Strong Interpersonal skills to work effectively with Indigenous people and organisations to build strategic relationships with partner organisations and stakeholders to advance to the objectives of the ILSC and its clients.
- Proven ability to research, analyse and produce reports that inform, advise and make recommendations.
- 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.

## 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 ILSC 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 that allows you to operate a vehicle in all Australian States and Territories is 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 aircraft.

## 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](http://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.