



Position Profile

Position Title:	Program Manager – Northern Strategic Projects
Classification:	EL2
Division / Section / Unit / Team:	Central Division
Location:	Darwin
Position Title of Supervisor:	Central Divisional Manager
Position(s) Supervised:	Project Advisor Senior Carbon Coordinator

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

Under the direction of the Central Divisional Manager, the Program Manager – Northern Strategic Projects leads the development and implementation of existing and emerging strategic projects in northern Australia including the Savanna Fire Management (SFM) Program. The position plays a key role in the development and delivery of business activity, strategic partnerships and investments to help position the ILSC to become an influential leader and agent of change in creating a profitable and sustainable conservation economy in which Indigenous people are key players. The Position has key representational responsibilities with key partner organisations in northern Australia including acting as a partnership broker to other ILSC opportunities in the Northern Territory. The position

works to ensure ILSC maintains a highly relevant, efficient and effective role in unlocking the potential of Indigenous land and sea management opportunities in the region.

Qualifications

Tertiary qualifications in an appropriate discipline, such as Environmental Management or Sustainable Agriculture, is required or equivalent demonstrated experience.

Key Responsibilities / Accountabilities and Outcomes

This position is responsible for:

Capabilities

Capability 1: Shapes Strategic Thinking

Refer to [Work level standards](#) for further information.

- Create and manage key external strategic partnerships and build networks with key stakeholders in northern Australia to maximise land and sea management opportunities for Indigenous people and to progress the ILSC's business priorities in northern Australia.
- Seek new strategic business and partnership opportunities for the ILSC in northern Australia to ensure ILSC maximises opportunities for Indigenous people in the region. This may include negotiating co-funding new arrangements with other agencies and business partners.
- Provide staff with industry and stakeholder perspectives and monitors environmental factors which affect ILSC priorities
- Translate strategy into operational goals and creates a shared sense of purpose within the section/division

Capability 2: Achieves Results

Refer to [Work level standards](#) for further information.

- Lead the management and delivery of the NT SFM Program consistent with the key level documents, including reporting to the Trustee and providing regular reports to the ILSC Board and Executive.
- Lead the divestment of the SFM Program from funded projects into ongoing sustainable enterprises including addressing the significant governance and participation barriers for Indigenous people.
- Manage key external partnerships with the Program Funder (INPEX) and the Trust Fund Manager (Perpetual).
- Ensure sound financial management of the SFM Program and other projects, including management of costs in line with approved budgets. Develop annual budgets for approval consistent with the program requirements.
- Lead and oversee due diligence and further investigation processes to assess the eligibility, feasibility and sustainability of potential SFM and other regional projects.
- Recruit, train and mentor staff.

- Provide high level advice and reporting (including data management) to the Board and Executive and others as required.
- Develop appropriate systems, policies and procedures to ensure effective program management and governance.
- Involves internal and external stakeholders in the change process to support and drive implementation and assist them to adapt

Capability 3: Engages stakeholders and cultivates productive working relationships

Refer to [Work level standards](#) for further information.

- Develop, nurture and maintain close working relationships with key stakeholders including the Trustee, Land Councils, the Northern Territory Government and the ILSC.
- Coordinate ongoing consultations and engagement with relevant Indigenous groups in relation to the SFM Program and other projects.
- Find opportunities to share information and ensures that others are kept informed of issues
- Fosters teamwork and rewards cooperative and collaborative behaviour
- Harness understanding of differences to anticipate reactions and enhance interactions

Capability 4: Exemplifies personal drive and integrity

Refer to [Work level standards](#) for further information.

- Uphold the ILSC's Values and Code of Conduct.
- Work as an effective team member of the Program Delivery Directorate and the wider ILSC, through fostering a cooperative, professional and positive work atmosphere, including participation in the Performance Evaluation Management Program (PEMP).
- Manage, monitor and report on all relevant fraud prevention initiatives within the team, ensuring employees are aware of their responsibilities and obligations to prevent fraud and to report possible breaches.
- Operates as an effective representative of the organisation in public and internal forums
- Critically analyses own performance and seeks feedback from others
- Confidently communicate strengths and acknowledges development needs
- Undertake other duties and responsibilities as directed.

Capability 5: Communicates with influence

Refer to [Work level standards](#) for further information.

- Lead the development and implementation of a communications plan for the SFM program and other projects.
- Develops and implements strategies to ensure an environment of open and collaborative communication
- Seeks opportunities for cooperation and collaboration across organisational boundaries

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

- Demonstrated knowledge and experience in initiating, planning and managing complex projects or programs, preferably in an area related to Indigenous land management, carbon farming and the conservation economy.
- Demonstrated knowledge (or demonstrated ability to quickly obtain knowledge) of the Australian Government's Emissions Reduction Fund, relevant carbon farming methodologies and other policies, systems and programs that relate to Indigenous-held land and fire management.
- Demonstrated initiative and ability to solve problems, both independently and as a member of a team in a diverse work environment. This includes managing conflicting priorities, meeting deadlines and operating autonomously.
- Highly developed verbal and written communication skills including diplomacy, and the ability to draft high-quality written reports, strategies, plans, budgets, correspondence and other materials.
- Direct knowledge of Aboriginal land rights legislation, such as the Native Title Act and the Aboriginal Land Rights (Northern Territory) Act. (Desirable)
- Hands-on experience in northern Australia fire management, fire ecology or a closely related field. (Desirable)

Relationships

- Demonstrated ability to communicate effectively and build productive working relationships with Aboriginal and Torres Strait Islanders and a knowledge and understanding of their cultures.
- Demonstrated high-level verbal and written communication skills, including the ability to communicate and negotiate effectively with a wide range of people,
- Experience managing staff and fostering a positive work environment that encourages personal development and career progression.
- Ability to effectively, confidently and diplomatically represent the ILSC at high level meetings, conferences, seminars, workshops and other forums.

Leadership

- Ability to show initiative to act as a regional leader to develop and manage complex multi-agency projects including stakeholder management and effective partnership development skills.
- Ability to lead manage and develop a dedicated team of subject matter experts, as well as work autonomously.

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) 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.