



Position Profile

Position Title:	Project Advisor – Savanna Fire Management (SFM)
Classification:	ILC3 (Upper)
Section:	Central Division
Location:	Darwin
Position Title of Supervisor:	Program Manager – Northern Strategic Projects
Positions 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 freshwater country.

Section/Unit 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).

North Strategic Project Unit

The Northern Strategic Projects Unit operates in the Northern Territory supporting the development and delivery of business activity, strategic partnerships and investments to assist Indigenous Organisations to create a profitable and sustainable conservation economy in which Indigenous people are key players.

Purpose of the Position

Under the direction of the Program Manager – Northern Strategic Projects, support the delivery of the Savanna Fire Management (SFM) Program in the Northern Territory.

The SFM Program is part of a voluntary environment and social offset agreement between INPEX Operations Australia and the Northern Territory government as part of the Ichthys LNG

Project. Through this arrangement, INPEX is funding an independently established Trust. The Trustee has engaged the ILSC to manage the SFM Program.

Through the SFM Program, the ILSC works in partnership with Indigenous landholders to identify, develop and support the implementation of viable and sustainable fire-carbon enterprises on Indigenous-held land in the NT. Funds are available to support feasibility assessments, business planning, training, fire management operations and the purchase of relevant plant and equipment.

This position works with groups funded by the SFM Program to assist in their delivery of a high-quality fire program that builds capacity and creates benefits for their community and the environment. The position also assists in the feasibility assessment of new projects coming in to the SFM Program and general program administration as required.

Experience and Qualifications

Experience or qualifications in one of the following is desirable:

Working with Indigenous Rangers and/or Indigenous communities, Fire Management, Land Management, Ecology, Planning or Project Management in remote locations.

Key Responsibilities/ Accountabilities and Outcomes

Capabilities

Capability 1: Supports Strategic Thinking

1. Facilitate ongoing capability development of the Indigenous operators of savanna fire management projects funded by the SFM Program
2. Provide or source technical advice in best practice fire management for Indigenous groups participating in the SFM Program
3. Support the delivery of the SFM Program overall through assisting the Program Manager to:
 - a. implement program policies and procedures to ensure effective program management and governance
 - b. produce high quality written reports for the SFM program
 - c. support the sound financial management of the SFM Program, including management of costs in line with approved budgets, and assisting annual budget development
4. Apply ILSC values in determining policy, implementation strategies, program and/or service delivery.

Capability 2: Achieves Results

1. Work closely with SFM projects to ensure contractual obligations are being met and assist partner organisations with operational needs.
2. Work closely with SFM projects to ensure that the management of WH&S and environmental risks is consistent with the appropriate legislative requirements and aligns, as far as possible, with industry best practice.
3. Make best use of individual and work group capabilities and negotiate responsibilities for work outcomes.

4. Reschedule and re-organise own and work group responsibilities to reflect changes in priority.
5. Takes advantage of and identify workplace training and development opportunities

Capability 3: Engages stakeholders and supports productive working relationships

1. Coordinate ongoing consultations and engagement with relevant Indigenous groups in relation to the SFM Program.
2. Assist with the management of the SFM program including the contract management of external expert consultants and conducting feasibility assessments of potential SFM projects.
3. Develop and maintain close working relationships with key stakeholders including the Northern Land Council, the Northern Territory Government and the broader ILSC.
4. Work as an effective team member of the Central Division and the wider ILSC, through fostering a cooperative, professional and positive work atmosphere, including participation in the Performance Development Management Program (PDMP).
5. Contribute to the provision of a safe working environment for employees, contractors and customers by:
 - a. taking care to protect personal health and safety at work;
 - b. not adversely affecting the health and safety of other employees and customers;
 - c. detecting and highlighting hazards, then eliminating, controlling or logging these;
 - d. complying with all reasonable instructions, policy, procedures and safely using equipment; and
 - e. Reporting any accidents or near misses which may occur.

Capability 4: Demonstrates personal drive and integrity

1. Maintain high standards of work when working in remote areas and display personal drive to work independently.
2. Be aware of your responsibilities and obligations to prevent fraud and to report possible breaches.
3. Undertake other duties and responsibilities as directed.
4. Comply with legislative, policy and regulatory frameworks and fosters this in others.

Capability 5: Values and supports effective communications

1. Support the development and implementation of a communications plan for the SFM program.
2. Use initiative to determine what information is important and should be conveyed to others.
3. Listen to, consider and acknowledge differing ideas and opinions and work to bring these together in a mutually satisfactory way.
4. Facilitate and encourage communication and feedback across organisational boundaries.
5. Communicate and deliver messages and information clearly, concisely and accurately.

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 focuses 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 company's 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 business or its stakeholders.

Technology

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

Selection Criteria

Technical

1. Experience in Indigenous Land Management Ranger Programs including planning and implementing on-ground works in Northern Australia.
2. Knowledge (or demonstrated ability to quickly obtain knowledge) of the Australian Government's Emissions Reduction Fund, and savanna fire methodology.
3. Demonstrated experience in using information technology (including GIS) to support monitoring and reporting of conservation land management work
4. Experience in Northern Australia fire management, fire ecology or a related field (desirable).
5. Experience in building strong successful working relationships and networks with landowners, rangers and other stakeholders.
6. Experience working safely and effectively in remote areas including the ability to conduct regular travel to remote areas.

Relationship

1. Demonstrated ability to communicate effectively and build productive working relationships with Aboriginal and Torres Strait Islanders and a knowledge and understanding of their cultures.
2. Demonstrated verbal and written communication skills, including the ability to communicate and negotiate effectively with a wide range of people, and the ability to draft high-quality written reports, correspondence and other materials.

3. 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 in remote areas.
4. A positive attitude, good diplomatic and stakeholder management skills and you will not be afraid of complexity or a challenge.
5. Comfortable operating autonomously but know when to check in with others in the team.

Leadership

N/A

Special Conditions

The preferred applicant will be engaged under the provisions 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, unless otherwise determined.

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

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

There will be a requirement for regular intrastate and interstate travel and stay for periods in remote locations, requiring overnight absences. Travel to remote locations may require the need to drive 4WD vehicles (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.