



Australian Government
Indigenous Land and Sea Corporation



The ILSC GROUP

Position Profile

Position Title:	Project Advisor
Classification:	ILC3 Upper
Division / Section / Unit / Team:	Agribusiness
Location:	Perth (Adelaide, Darwin or Brisbane by negotiation)
Position Title of Supervisor:	Business Planning & Support Manger, Agribusiness
Position(s) 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 fresh water country.

Divisional/Directorate Environment

ILSC Agribusiness is a specialised unit of the ILSC that focuses on the management of commercial agribusiness operations, through the wholly owned subsidiary of the ILSC, Primary Partners Pty Ltd, on Indigenous held land in partnership with Indigenous people. ILSC Agribusiness currently operates six agricultural businesses, including beef cattle, fine-wool merino sheep, a community-based meatworks, and a cattle export depot.

Purpose of the Position

Under the direction of the Business Planning & Support Manger, Agribusiness, the purpose of this position is to support the successful transition of the agribusiness operations from the management of Primary Partners to Traditional Owners, or to third party operators chosen by the Traditional Owners. The key activities of the transition process include consultation with Traditional Owners on future options for the businesses, preparation of business plans and the development and implementation of project plans to achieve successful business transitions.

Qualifications

Completion or progress towards an appropriate tertiary qualification will be viewed favorably.

Key Responsibilities/ Accountabilities and Outcomes

1. In liaison with Traditional Owners, property managers and other stakeholders, contribute to the development and/or modification of transition strategies for the agribusiness operations.

2. Manage the implementation of transition strategies, in liaison with Traditional Owners, property managers and stakeholders.
3. Prepare for and facilitate workshops to assist stakeholders and the ILSC to make informed decisions regarding transition strategies.
4. Develop project scoping to engage service providers to work with Traditional Owners on assessing opportunities and developing capability.
5. Contribute to, implement, monitor and report on the section priorities/projects and operational plan to ensure that objectives are met in a timely and efficient manner.
6. Develop and manage external service provider contracts.
7. Develop and maintain regional knowledge (demographics, needs, issues, etc) in order that activities are focussed, coordinated, strategic, effective and regionally relevant.
8. Plan, negotiate, develop, and maintain effective relationships with stakeholders and agencies in order to foster beneficial partnerships to facilitate the smooth transition of agribusiness operations.
9. Prepare high quality reports, Board papers and briefings related to agribusiness operations in accordance with agreed ILSC processes and procedures.
10. Accurately use and maintain information and recording systems in accordance with ILSC policy.
11. Work as an effective team member, member of the Section and wider ILSC, through fostering a cooperative, professional, and positive work atmosphere.
12. Undertake other duties as directed by the Manager/Supervisor to contribute to the efficient and effective functioning of the Section.

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 organisation'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 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 work-related qualities.

1. Demonstrated project development and management experience, including managing budgets, client relationships, information, timeframes, and conflicting priorities.
2. Ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a good knowledge and understanding of their cultures.
3. Well-developed communication skills including the ability to effectively facilitate and/or negotiate and achieve significant outcomes across a diverse range of people
4. Proven ability to research, analyse and write reports for a range of audiences, that are concise, and outcomes focussed.
5. Ability 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 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 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.