



PEOPLE. COUNTRY. OPPORTUNITY.

Role Description

Title	Systems Administrator
Classification	ILC3 Lower
Division / Section / Unit	Information, Communication and Technology (ICT).
Location	Adelaide
Title of Supervisor	Enterprise Architect
Role(s) Supervised	Nil

Who We Are

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the *Aboriginal and Torres Strait Islander 2005 Act (Cth)* ('the Act') and subject to the *Public Governance, Performance and Accountability Act 2013*. 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 / Division

The Information Communication and Technology (ICT) Section is responsible for implementing and managing the systems and services required to meet the ILSC's information management and communications requirements including the management and maintenance of the hardware, software, information systems, application services and the governance and security required to deliver these services to provide a high standard of information security and business continuity.

Purpose and Overview

To maintain, secure and optimise the ILSCs ICT infrastructure so staff can work effectively, systems remain secure and reliable, and services meet operational and security requirements.

Qualifications

Relevant certifications such as: Microsoft Certified: Azure Administrator Associate or Identity and Access Administrator Associate, ITIL, CCSP. (Desired)



Key Responsibilities & Outcomes

Endpoint management

- Administer end-user device configuration, patching, and software deployment using Microsoft Intune, SCCM, MEM.
- Develop and manage machine imaging processes and standard operating environments.
- Oversee operating system (OS) and application patching to maintain compatibility and security compliance.

Infrastructure & Virtualisation Management

- Administer and maintain virtual infrastructure, specifically VMware vSphere and vSAN clusters
- Coordinate hardware procurement and physical configuration
- Administer on-premise business system hosting, hybrid Active Directory environment, and MS SQL Server
- Provide Business Continuity Planning (BCP) administration and testing, ensure availability and reliable backups.

Azure and Microsoft 365 Administration

- Administer and troubleshoot Azure Virtual Desktop, Azure VMs, Azure networking, and other Azure subscription resources
- Maintain and troubleshoot hybrid identity environment via Azure AD Connect
- Administer and maintain Azure AD ecosystem, including user management tasks, licensing, and Microsoft Exchange hybrid ecosystem.

Team collaboration and support

- Work effectively within a small highly technical infrastructure team, supporting the ILSC Enterprise Architect and other members of the ICT section
- Promote knowledge sharing across the organisation and support the effective secure use of ICT
- Provide Level 2/3 support to the Helpdesk, addressing complex system issues and user escalations
- Engage continuous professional development to grow technical and professional skillsets.

Key Selection Criteria

1. Ability to communicate effectively with Aboriginal and Torres Strait Islander peoples, with an understanding of their cultures, perspectives, and the issues affecting First Nations communities.
2. Demonstrated experience administering Microsoft Intune, SCCM/MEM, device configuration, patching, software deployment, and development of standard operating environments.
3. Proven capability managing VMware vSphere/vSAN, hybrid Active Directory, on-premise systems, and business continuity/backup processes.



4. Strong skills administering Azure VMs, AVD, Azure networking, Azure AD Connect, identity and access management, licensing, and Exchange hybrid environments.
5. Ability to lead technical initiatives, manage risks and resources, contribute to strategic planning, and provide specialist advice on complex infrastructure issues.
6. Strong written and verbal communication skills, ability to produce clear documentation, collaborate with diverse stakeholders, and work effectively within a technical team, including respectful engagement with Aboriginal and Torres Strait Islander peoples.
7. Experience delivering Level 2/3 support, guiding and mentoring staff, promoting knowledge sharing, and maintaining compliance with organisational policies, safety practices, and ongoing professional development requirements.

Work Health, Safety and Environmental Matters

Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards and injuries in accordance with ILSC policy and procedure and cooperating and complying with reasonable instructions of ILSC line management and WHS Officers.

Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment, and the legislative requirements of Equal Opportunity/Anti-Discrimination and Work Health & Safety.

Risk Management

Actively participate and demonstrate adherence to 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, and the following information technologies and systems:

- Experience with Endpoint Management tools (Intune/SCCM)
- Demonstrated experience in Virtualisation Administration (VMware vSphere/vSAN)
- Strong knowledge of enterprise Microsoft solutions, including Active Directory, Group Policy, and Certificate Services
- Proficiency in Backup and Recovery technologies (Veeam)
- Experience administering Azure Cloud infrastructure and Microsoft 365 ecosystems.
- Sound understanding of modern cyber security frameworks.
- Experience with Hyper-V virtualisations
- Experience administering Microsoft 365 Copilot and managing data governance for AI adoption.
- Experience with network and firewall administration.
- Experience with Azure Landing Zones, subscription management, and related policy and configurations



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, 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 in need) and/or fly in light planes.

Expectations and Conduct Guidelines

All employees are expected to always conduct themselves in a professional manner. 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.

I..... (Employee Name) accept and acknowledge the details outlined within this Position Profile as the basis for the position for which I have been employed.

Signature:..... Date:.....



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Approved by (delegate):	Signature:	Date:
Endorsed by P&C:	Signature:	Date: