



**Australian Government**

**Indigenous Land and Sea Corporation**



**The ILSC GROUP**

**PEOPLE. COUNTRY. OPPORTUNITY.**

## **Role Description**

<b>Title</b>	Central Division General Manager (Identified)
<b>Classification</b>	Senior Executive Employee – Band 1
<b>Location</b>	Adelaide
<b>Title of Supervisor</b>	Chief Operating Officer
<b>Role(s) Supervised</b>	Operations Manager/s Business Development Manager Manager Strategic Projects Program Manager – Northern Strategic Projects Senior Administrative Officer

### **Who We Are**

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 / Division**

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 and Regional Indigenous Land and Sea Strategies. 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 and Overview**

Under the direction of the Chief Operating Officer, build and lead the Central Divisional Office (CDO) of the ILSC to develop and implement projects that deliver social, cultural, economic and environmental benefits to Indigenous Australians. Specifically, the CDO General Manager will lead



the implementation of the ILSC's land acquisition and Land Management functions in line with the National Indigenous Land and Sea Strategy (NILSS), Regional Indigenous Land and Sea Strategy (RILSS) and Our Country our Future (OCOF) program objectives.

## Qualifications

Formal qualifications or relevant experience in business or regional development, public administration and policy development, management and or relevant experience will be viewed favourably.

## Key Responsibilities

1. Lead and manage the key functions of the CDO of the ILSC through effective leadership, planning, organising and the achievement of divisional outcomes in line with the *Aboriginal and Torres Strait Islander Act 2005*, NILSS, RILSS and OCOF Program objectives.
2. Provide effective people leadership across the CDO, including performance development and management of team members, and role modelling ILSC values and desired behaviours.
3. Contribute to the continuous improvement of the ILSCs delivery of excellent services to Indigenous organisations through active participation the ILSC leadership group and its culture by actively leading change, improving business practice and ensuring that the division you lead has a clear view of how it is contributing ILSC objectives and values.
4. Provide high-level advice, recommendations and decisions where delegated on the ILSC's acquisitions of country and management of country functions and return of ILSC land and water assets to Indigenous organisation and activities to the ILSC Executive and Board.
5. Lead, evaluate, review and report on CDO activities, including the delivery of continuous improvement strategies, ensuring that the Division meets agreed KPIs relating to the acquisition, management and return of country and within the ILSC financial and risk frameworks, organisational culture, Indigenous employment and program outcomes
6. Ensure that human resources, financial and physical assets are effectively and efficiently deployed to meet divisional and organisational goals and objectives.
7. Establish and foster collaborative and strategic relationships with an extensive and diverse range of stakeholders, including with Indigenous organisations, other non-government and government organisations and agencies. Represent the ILSC at a range of fora.
8. Drive new business opportunities and ILSC OCOF investment into acquisition of country and management of country projects that deliver benefits for Indigenous people, including leading the analysis and assessment of new business opportunities in line with ILSC investment principles and objectives.
9. Oversee implementation, monitoring, measuring and reporting on ILSC acquisition of country and management of country investments, property management and return of ILSC land and water assets with a focus on financial and governance compliance and project performance of funding recipients.
10. As a Senior Executive, undertake other duties and responsibilities, that contribute to operational and strategic outcomes, and/or the efficient and effective functioning of the ILSC.



## Key Outcomes

1. Strategic Leadership and Alignment
  - Lead and manage CDO functions in alignment with ILSC objectives and legislative requirements.
  - Provide high-level advice on land-related matters to the ILSC Executive and Board.
2. Team Development and Performance
  - Foster effective people leadership, including team performance development and modelling ILSC values.
3. Effective Resource Management
  - Efficiently deploy human, financial, and physical assets to achieve divisional and organizational goals.
  - Ensure the management of financial, project, landholding and WHS risk in the division
4. Stakeholder Engagement and Business Growth
  - Establish strategic relationships with diverse stakeholders.
  - Drive new business opportunities and investments in land projects for Indigenous benefit.

## Key Selection Criteria

The occupant of this position will be able to demonstrate and provide evidence of the following experience and competencies:

- Demonstrated experience developing and maintaining strong working relationships across a diverse range of people, cultures and demographics including with First Nations Australians, communicating effectively with Aboriginal and Torres Strait Islander people, with a sound knowledge and understanding of their culture.
- Demonstrates strategic leadership, focus and thinking, inspiring a sense of purpose and direction. Recognises opportunities and harnesses information and relationships. Demonstrates solid judgement, cultural competence, social intelligence, and common sense.
- Demonstrates a results-oriented approach, and achieves results through leveraging organisational capability, effective change management and professional expertise. Ensures the delivery and closure of projects and initiatives with the ILSC values always in mind.
- Demonstrates personal drive and integrity, acting with a strong commitment to the ILSC strategies, exhibiting resilience, empathy and personal growth. Takes calculated risks, demonstrates personal courage, and creates a safe environment for others to do the same.
- Demonstrates meaningful relationship building and collaboration, cultivating productive relationships, facilitating cooperation and collaboration in a diverse environment. Values differences and diversity in teams and communities, and provides guidance and mentorship to individuals.
- Demonstrates effective and informed communication and influence and negotiates persuasively to achieve positive outcomes. Listens, shows understanding and is able to adapt to suit different audiences and individuals.

## 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 legislation.

## 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, information technologies and systems.

## Special Conditions

The preferred applicant will be engaged as a Senior Executive Employee 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 or employee of the Indigenous Land and Sea Corporation will be subject to a six-month probationary period.

Possession of a valid driver's licence that allows you to operate a vehicle in all Australian States and Territories is essential. Any disqualification of your driver's license may result in termination of employment.

There is/may be a requirement for regular intrastate and interstate travel, including the possibility of short stays in remote locations, requiring overnight absences.

Travel to remote locations will require the need to travel in a 4WD vehicle (training provided) and/or fly in light planes.

## Expectations and Conduct Guidelines

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.