



Australian Government

Indigenous Land and Sea Corporation



The ILSC GROUP

## Position Profile

<b>Position Title:</b>	Project Advisor – Strategic Projects
<b>Classification:</b>	ILC3 Upper
<b>Division / Section / Unit / Team:</b>	Central Divisional Office
<b>Location:</b>	Alice Springs, Darwin or Adelaide
<b>Position Title of Supervisor:</b>	Manager Strategic Projects
<b>Position(s) Supervised:</b>	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

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 (based in Brisbane and responsible for QLD and NSW) and Western Division (based in Perth and responsible for WA).

### Strategic Projects Unit

The Strategic Projects Unit operates across the Northern Territory delivering the Real Jobs Program which supports Indigenous organisations to develop and implement on-country enterprises that deliver meaningful Indigenous employment and training outcomes. Where relevant the unit supports aligned acquisitions and land management projects that maximise benefits from the Real Jobs Program.

The unit works with partner organisations to identify and pursue opportunities to increase Indigenous rights, interests, and self-determination over Country through the Real Jobs Program. The unit works closely with partners to champion Indigenous perspectives and interests into government and industry regarding Aboriginal employment policies, programmes and emerging initiatives on Country.

### Purpose of the Position

Under the direction of the Manager Strategic Projects, support the delivery of the Real Jobs Program in the Northern Territory. Project Advisors implement approved projects, develop and manage contracts through to completion, evaluate project effectiveness and prepare reports and recommendations in accordance with ILSC Policy and Procedures that assist in achieving the objectives of the ILSC.

### Qualification

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

### **Key Responsibilities/ Accountabilities and Outcomes**

1. Work collaboratively with Indigenous organisations in the Northern Territory to support their ambitions to develop enterprises that deliver social, cultural and environmental benefits in the land management, agriculture and tourism sectors.
2. Manage existing and new Real Jobs Program projects so that Indigenous employment, training and career development outcomes are achieved in a timely manner and project compliance is maintained.
3. Undertake thorough and proactive contract management including providing support to partners to; undertake project budgeting, expenditure reporting, development and implementation of high quality annual workplans, and grant acquittal.
4. Develop and maintain effective relationships with stakeholders and facilitate a collaborative approach in order to; maximise benefits to Indigenous organisations, enhance the Real Jobs Program and extend the application of ILSC programs.
5. Individually or in a team, prepare and facilitate workshops to assist stakeholders to access skills, knowledge, resources, partners and funding required to sustainably manage land and water.
6. Develop regional knowledge (demographics, needs, issues, etc.) in order that activities are focussed, coordinated, strategic, effective, and regionally relevant.
7. Manage existing and new land and water acquisition and management projects so that sustainable outcomes are achieved in a timely manner and project compliance is maintained.
8. Prepare high quality reports, Board papers and briefings related to the Real Jobs Program in accordance with agreed ILSC processes and procedures.
9. Accurately use and maintain information and recording systems in accordance with ILSC Policy.
10. Work as an effective team member, member of the Divisional Office and wider ILSC, through fostering a cooperative, professional and positive work atmosphere.
11. Undertake other duties as directed by the Manager/Supervisor to contribute to the efficient and effective functioning of the Division.

### **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 business 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. Ability to communicate effectively and build productive relationships with Aboriginal people and Torres Strait Islanders and a good knowledge and understanding of their cultures.
2. Demonstrated project administration experience, including ability to manage budgets, stakeholder relationships, information, timeframes and conflicting priorities.
3. Demonstrated consultation, communication and negotiation skills to effectively facilitate and achieve significant outcomes with a diverse range of stakeholders.
4. Demonstrated experience conducting due diligence activities to oversee contract compliance, management of agreements and grant acquittals, including the ability to interpret financial reports.
5. Ability to research, analyse and write high-quality reports and correspondence for a range of audiences, that is concise and outcomes focussed.
6. A well-developed understanding of, and commitment to supporting, self-determination of Aboriginal people and Torres Strait Islanders and ability to work closely with partners to champion Indigenous perspectives and interests into government and industry.
7. 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.

### **Desirable:**

8. Knowledge of Indigenous peoples' rights and interests in the Northern Territory, including local environmental, social, economic issues and solutions.
9. Experience in the Aboriginal Employment sector or within the Real Jobs Program focus industries, including Caring for Country, Tourism and/or Agribusiness in the Northern Territory.

### **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](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.