



**Australian Government**  
**Indigenous Land and Sea Corporation**



**The ILSC GROUP**

PEOPLE. COUNTRY. OPPORTUNITY.

## Role Description

<b>Title</b>	Risk and Assurance Officer
<b>Classification</b>	ILC3 Lower
<b>Division / Section / Unit</b>	Legal/Risk and Assurance
<b>Location</b>	Adelaide; Kurna Yarta
<b>Title of Supervisor</b>	Manager Risk and Assurance
<b>Role(s) Supervised</b>	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 Risk and Assurance team provides risk management and assurance activities to support and advice to all areas of the ILSC Group (includes the ILSC Core and Subsidiary<sup>1</sup>), enabling the achievement of the strategic objectives and ability to remain compliant in the performance of its functions and the exercise of its powers under the *Aboriginal and Torres Strait Islander Act 2005 (Cth)* and responsibilities as a corporate Commonwealth entity.

### Purpose and Overview

The Risk and Assurance Officer supports the Manager Risk and Assurance in delivering risk, assurance and insurance and organizational resilience activities. The role contributes to strengthening the organisation's risk maturity by ensuring systems align with strategic objectives, supporting the development and continuous improvement of frameworks, and promoting risk management culture across the Group.

<sup>1</sup> The ILSC Group consists of the ILSC and its wholly owned subsidiary - National Centre of Indigenous Excellence Ltd (NCIE).



## Qualifications

- Relevant tertiary qualification in Commerce, Business or Risk Management or a related discipline (desirable not essential)
- Membership or working towards membership with relevant professional bodies (e.g. RMIA or IIA) is highly regarded
- Demonstrated experience (approximately 2+ years) in risk management, internal audit or a combined risk and assurance environment
- Practical understanding or risk frameworks, governance and continuous improvement practices
- Exposure to, or understanding of, organisational resilience principles, including business continuity and incident response, is highly regarded.

## Key Responsibilities & Outcomes

- Contribute to the effective management of risk across the organisation by applying ILSC's enterprise risk management framework and working collaboratively with stakeholders to identify, assess, monitor and escalate risks.
- Support internal stakeholders to increase confidence in risk reporting while building risk management capability across the organisation.
- Contribute to the preparation of clear and insightful risk reporting for Executive Management and the Audit and Risk Committee
- Support the design and delivery of engaging risk training and workshops, and help connect staff with relevant external learning opportunities (e.g. Comcover training)
- Assist in strengthening fraud risk management by identifying potential risks, recognising red flags, and supporting the evaluation of control effectiveness
- Build strong relationships with the outsourced internal audit provider to support the timely delivery of the internal audit program
- Coordinate with internal teams to support audit activities, including scoping, information gathering, action tracking, and continuous improvement outcomes
- Support the effective management of insurance claims and incidents in line with Comcover guidelines
- Act as a key liaison between Comcover and internal stakeholders, including supporting certificates of currency, asset register accuracy, and insurance processes
- Contribute to the organisation's annual insurance renewal process, including coordination and preparation of submissions
- Play an active role in fostering a safe, inclusive and respectful workplace
- Demonstrate integrity, professionalism, and sound judgement, contributing to a positive risk culture across the organisation
- Contribute more broadly to team and organisational priorities, including participation in committees and cross-functional initiatives
- Build and maintain effective working relationships with internal and external stakeholders
- Ensure information shared is accurate, timely and clear, supporting informed decision-making



## Key Selection Criteria

1. Ability to communicate effectively with Aboriginal and Torres Strait Islander peoples and a knowledge and understanding of their cultures including a knowledge and understanding of issues affecting Indigenous people.
2. General knowledge of risk management, assurance and insurance basic principles.
3. Demonstrated experience in managing a corporate insurance program, including claims management.
4. Experience in the development, implementation and continuous improvement of various risk management practices and systems, and involvement with establishing and embedding a proactive risk management culture
5. Knowledge and experience interpreting and applying Commonwealth legislation, Australian Standards and better practice, particularly relating to risk management, audit and assurance
6. Proven ability to organise and prioritise projects and work programs with a demonstrated ability to manage conflicting priorities, meet deadlines and Key Performance Indicators
7. Developed skills in research, analysis and report writing, including the ability to identify trends and emerging risks and issues, making appropriate recommendations and workable solutions
8. Demonstrated ability to work in a team environment with minimal direction, display initiative and solve problems, both individually and as a member of a team
9. Highly developed communication skills to effectively facilitate and negotiate outcomes with a wide range of stakeholders and the ability to guide and inform others in a collaborative manner.
10. Proven ability to create and maintain an expectation of trust and confidentiality and the ability to display sound judgement in regard to highly sensitive and/or volatile issues
11. Demonstrated ability to educate and influence key stakeholders in the principles of risk management with a commitment to ongoing learning and development

## 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, information technologies and systems.



## 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.

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](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.

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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