



Australian Government

Indigenous Land and Sea Corporation



The ILSC GROUP

PEOPLE. COUNTRY. OPPORTUNITY.

Role Description

Title	People and Capability Coordinator
Classification	ILC3 Lower
Division / Section / Unit	People and Capability
Location	Adelaide; Kurna Yarta
Title of Supervisor	People & Capability Business Partner
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)* (ATSIA Act) and subject to the *Public Governance, Performance and Accountability Act 2013* (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 People & Capability team plays a pivotal role in empowering the ILSC by actively shaping the organisation’s workforce strategies, fostering continuous growth, and providing guidance and resources for executives and managers in all facets of workforce relations. The team coordinates and manages the Human Resources (HR), Work Health and Safety (WHS) and Learning and Development functions across the ILSC Group to ensure the Group can effectively perform its functions and exercises its powers under the ATSIA Act .

Purpose and Overview

Under direction from the People & Capability Business Partner and working closely in collaboration with the P&C team, provide highly efficient coordination of administration of key People & Capability functions to support a whole of business service to internal stakeholders enabling the ILSC to achieve its purpose.

The ILSC strives to be an employer of choice, with this position key to high quality coordination of administration and business support services, and a first point of contact for all employee related services and experiences. Coordination services include but are not limited to recruitment,



onboarding and induction, policy interpretation, employee engagement, P&C administration, and data management.

Qualifications

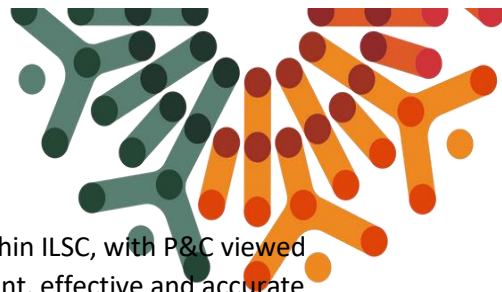
Relevant tertiary qualifications in Human Resources or related field will be highly regarded

Key Responsibilities

- Coordinate end to end recruitment as required, providing the necessary administrative support and documentation, working closely with hiring managers to ensure all requirements are supported according to ILSC processes and procedures to meet business objectives, whilst supporting positive candidate care.
- Prepare offers of employment and variation letters
- Act as the first point of contact for HR related enquiries, providing general information and advice in relation to ILSC policies and procedures, the ILSC Enterprise Agreement and various employment related industrial instruments, escalating complicated enquiries to and/or seeking guidance from more senior team members as necessary.
- Maintain and continually review and update relevant databases, files and information sites as necessary to provide up to date, timely and relevant information for the P&C team and all ILSC employees, adhering to ILSC policies and procedures and quality standards.
- Assist in the preparation of reports and briefings, especially through the provision of required data and information, as required.
- Assist in the administration and support of a variety of HR functions, including but not limited to induction and onboarding of employees, consultative groups and committees, position management including role descriptions and classifications, learning and development and payroll.
- Provide timely information to divisional managers and the P&C team regarding employee timelines, contract and position related renewal updates and associated details to assist in workforce planning.
- Coordinate communications within the team and across the whole business as necessary, ensuring timely and appropriate dissemination of information regarding P&C and associated functions.
- Develop and maintain productive and positive working relationships across all levels of ILSC, promoting high levels of trust through excellence of service, a solutions based, collaborative approach and sense of urgency.
- Undertake other duties and responsibilities as needed and/or reasonably directed that contribute to operational and strategic outcomes and/or the efficient and effective functioning of the P&C function.

Key Outcomes

- Administration of P&C functions within the P&C team are undertaken in a timely, effective and efficient manner, continually reviewed and improved, ensuring high quality outcomes and service to the business, contributing to P&C meeting its objectives and the strategic objectives of the ILSC in maximizing benefits to First Nations people.



- Business relationships are established and maintained at all levels within ILSC, with P&C viewed as a trusted, reliable source of information and service through efficient, effective and accurate coordination of P&C functions.
- High level collaboration is achieved within the P&C team enabling streamlining of activities, sharing of information and transparency to enable superior efficiencies, contributing to a culture of continual improvement and excellence in service to the business.
- Information associated with P&C is up to date, easily accessible and communicated appropriately and in a timely manner, enquiries are addressed accurately and appropriately, and requested information is provided, fit for purpose and accurate.

Key Selection Criteria

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

- Demonstrated ability to communicate effectively and build productive working relationships with Aboriginal and Torres Strait Islanders and a knowledge and understanding of their cultures.
- Experience and demonstrated understanding of developing and maintaining strong working relationships within a team, working with a diverse range of people and demographics and communicating effectively with Aboriginal and Torres Strait Islander peoples.
- General knowledge of contemporary HR management theory, principles and practice, including interpretation, understanding and application of industrial instruments and HR related policies, procedures and documentation.
- Demonstrated experience supporting and coordinating all functions associated with the employee lifecycle, including but not limited to support and coordination of end to end recruitment and associated processes.
- Demonstrated superior oral and written communication skills, including high level attention to detail and accuracy in communications, working within a team environment to achieve superior levels of collaboration and trust.
- Demonstrated ability to plan and manage own workload within set guidelines, work autonomously or as a member of a team so that timely and effective results are achieved
- Previous experience and knowledge of HR Management software and applications, as well as proficiency in working within the Microsoft suite of applications.

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, with a focus 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 organisations environmental performance.

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

This position will report to the People & Capability Business Partner and work closely with all members of the P&C team.

Appointment to this position of a person not currently an employee of the Indigenous Land and Sea Corporation will be subject to a six-month probationary period.

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.

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.

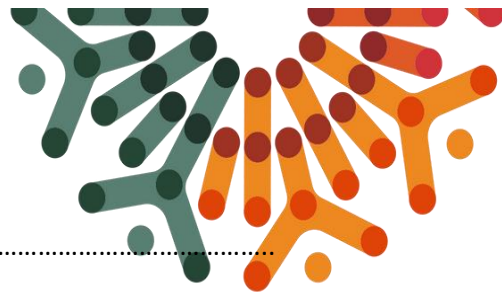
Probity – All ILSC employees must undertake all their duties in an open and honest manner. Employees must never use their position for personal gain either directly or indirectly. ILSC employees are obligated to recognise and report any instances where a conflict of interest may arise either for themselves 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: