



Position Profile

Position Title:	Senior Administrative Officer (Identified)
Classification:	ILC3 (Upper)
Division / Section / Unit / Team:	Divisional Office
Location:	Brisbane
Position Title of Supervisor:	Divisional Manager

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

Purpose of the Position

Under the direction of the Divisional Manager, the Senior Administrative Officer directs and coordinates a team to undertake a range of administrative, financial, reporting and other office based activities to support project staff and management employees, and to maintain the efficient and effective operations of the Divisional Office.

Qualifications

Completion or progress towards an appropriate qualification in administration management or similar will be highly regarded.

Key Responsibilities/ Accountabilities and Outcomes

- Contribute to maintaining alignment of procedures, guidelines and templates across the ILSC's strategic & performance frameworks and project management system
- Develop and implement a proactive systematic approach to collecting and responding to feedback on processes, procedures, guidelines, templates and system so as to effectively drive continuous improvement

- Work with relevant business areas to identify requirements that will assist with driving improved practise
- Provide accurate advice and training support to staff on the application of relevant procedures, guidelines and templates and use of the project management system to ensure consistency, accuracy and compliance. This may include chairing meetings and running workshops as required
- Support annual reporting and other reporting processes as required
- Work as an effective team member, leader and member of the wider ILSC, through fostering a cooperative, professional positive work atmosphere
- Develop project plans and submissions and lead projects; identify and manage risks to the project
- Provide expert, specialist advice on complex issues relating to the purposes of the role
- On occasion, this role may also be required undertake investigation and research work
- Undertake other duties as directed by the Manager to contribute to the efficient and effective functioning of the ILSC.

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 company'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 it's 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 criteria.

- Ability to communicate effectively and build productive relationships with Aboriginal and Torres Strait Islander peoples and a good knowledge and understanding of their cultures
- Demonstrated skills and experience in financial and administrative role, which includes, but is not limited to procurement, accounts payable, electronic information management system, and assistance with the coordination of other office activities.

- Well-developed knowledge, understanding and practical application of budget monitoring and development, financial and administrative record keeping procedures and utilisation of appropriate systems.
- Well-developed knowledge of contract management with the ability to contribute to the development of plans and contracting.
- Communication skills, including research, analysis and report writing skills to effectively inform, advise and make recommendations and communicating effectively with a diverse range of people.
- Well-developed personal organisational skills to work independently and as a member of a team in a diverse work environment and effectively manage duties, responsibilities and conflicting priorities to completion.

Special Conditions

The preferred applicant will be employed under the provision 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 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.

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.