



Australian Government
Indigenous Land and Sea Corporation



The ILSC GROUP

PEOPLE. COUNTRY. OPPORTUNITY.

Role Description

Title	Senior Engagement Advisor (Indigenous Identified Position)
Classification	EL1
Division / Section / Unit	Program Development and Delivery Directorate Policy, Strategy and Performance Strategy and Engagement
Location	Adelaide – Kurna Yarta
Title of Supervisor	Manager – Strategy and Engagement
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)* ('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 Strategy and Engagement (S+E) team sits within the Policy, Strategy and Performance (PSP) section. PSP leads the ILSC's policy, strategic planning, evaluation, and corporate reporting functions. Within PSP, the S+E team leads the development and implementation of the [National Indigenous Land and Sea Strategy](#) (NILSS), manages NILSS program reporting, and supports the ILSC's engagement with First Nations communities, government agencies and sector partners. We also provide secretariat support for internal governance meetings and play a role in building the ILSC's engagement capability across the organisation. Our work connects strategy, stakeholder engagement and operational delivery. It is meaningful, varied and genuinely matters.



Purpose and Overview

The Senior Engagement Advisor is the ILSC's specialist in engagement practice. The role leads the development and implementation of the frameworks, systems, and capability that enable the ILSC to engage with First Nations people and its broader stakeholder base in a way that is meaningful, culturally appropriate, and effective.

This is a role for someone with genuine depth in engagement practice: someone who can be a credible and recognised expert across the organisation from day one, provide hands-on support and advice to teams undertaking engagement, and design and lead significant consultation processes with a high degree of independence. The role sits within the S+E team and reports to the Manager, Strategy and Engagement.

We expect this role to grow with the person in it. The ILSC is committed to supporting that growth and will provide access to advanced engagement training.

This is an Aboriginal and Torres Strait Islander Identified Position. The occupant must be of Aboriginal and/or Torres Strait Islander descent. This reflects the ILSC's view that our engagement practice is strengthened by it being designed and led by someone with lived experience as a First Nations person.

Qualifications

A Certificate in Engagement (IAP2 or equivalent) is required, or equivalent demonstrated professional experience in engagement practice. Equivalent experience means a strong working knowledge of engagement methodology applied at a professional level, including the ability to select appropriate methods and explain that reasoning to others.

The following are highly regarded but not mandatory:

- Certificate IV in Training and Assessment or equivalent

Key Responsibilities & Outcomes

1. **Lead the development and ongoing stewardship of the [ILSC's engagement framework](#) and supporting resources.** Develop the practical tools, templates, guidelines, and policies that translate the framework's principles into everyday practice. Work with teams across the ILSC to embed consistent engagement standards, and review and improve the framework and tools over time as organisational needs and engagement practice evolve.
2. **Design and coordinate significant consultation processes, including whole-of-organisation or statutory consultation programs.** Working with the Manager, Strategy and Engagement and relevant stakeholders, develop and implement consultation approaches that are methodologically sound, culturally appropriate, and meet any relevant statutory or policy requirements. Manage these processes from scoping through to reporting, with a high degree of independence.



3. **Build the engagement capability of staff across the ILSC.** Provide practical advice, training, facilitation support, and direct assistance to teams undertaking engagement or consultation activities. Design and deliver training on the ILSC's engagement framework and methodology. Support staff to access relevant professional development, including engagement-specific training, as part of the ILSC's broader capability uplift.
4. **Act as the ILSC's subject matter expert on stakeholder relationship management systems.** Provide expert input on the configuration and use of the ILSC's stakeholder relationship management systems to ensure they meet organisational needs. Lead change management and adoption support during implementation phases and contribute to the ongoing governance and continuous improvement of those systems.
5. **Support the ILSC to engage with purpose.** Work with teams to think clearly about what they are trying to achieve from engagement, who the right stakeholders are, and what a good outcome looks like. Help teams identify whether a relationship or partnership is worth pursuing and on what terms. This includes contributing to the development of systematic approaches to the ILSC's engagement and partnership commitments, and supporting delivery of those approaches once agreed.
6. **Maintain the external connections that keep the ILSC's engagement practice current.** Build and sustain relationships with engagement practitioners, professional networks, and relevant counterparts in peer organisations and government that inform the ILSC's approach. This role does not hold First Nations community relationships or delivery-level stakeholder relationships on behalf of other teams: those sit with the teams doing the work.
7. **Work with the Strategic Communications team** to ensure communications materials supporting engagement activity are accurate, consistent with the ILSC's engagement principles, and appropriate for the intended audiences.
8. **Contribute to the broader work of the Strategy and Engagement team**, including strategy, planning, and reporting responsibilities as required. Maintain productive working relationships across all levels of the ILSC. Undertake other duties as reasonably directed by the Manager, Strategy and Engagement.

Key Selection Criteria

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

1. Ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures including a knowledge and understanding of issues affecting Indigenous people.
2. Demonstrated knowledge of contemporary First Nations engagement principles and practice, including cultural safety, cultural protocols, and the ethical dimensions of engaging with First Nations communities in an Australian context. Your knowledge should be substantive and grounded in practice, regardless of the sector you have worked in.



3. Sound working knowledge of engagement methodology, including frameworks such as the IAP2 Spectrum of Public Participation or equivalent, and demonstrated ability to apply that methodology in practice. You should be able to select the right level and approach for a given engagement and explain your reasoning clearly to others.
4. Experience designing and delivering consultation processes, including scoping, methodology development, stakeholder analysis, facilitation, and reporting. You should be able to demonstrate that you can design a rigorous process and manage it independently through to completion. Experience with large-scale or statutory consultation is an advantage but is not required.
5. Demonstrated ability to build the engagement capability of others, including through advice, training, facilitation, and direct support. You should be able to show that you have helped people improve how they engage, whether through formal training programs or less formal means.
6. Demonstrated ability to think systematically about stakeholder relationships: identifying the right partners, understanding what an organisation is trying to achieve from a relationship, and helping teams move from habitual to purposeful engagement.
7. Excellent interpersonal, communication, and influencing skills, including the ability to work effectively across a nationally dispersed organisation, build trust with a wide range of stakeholders, and communicate complex ideas clearly to non-specialists.
8. Proven ability to manage complex projects or significant workstreams to completion, exercising sound independent judgement and operating with a high degree of autonomy. You should be able to demonstrate experience working across multiple teams and achieving outcomes without direct authority over the people you need to influence.

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.

Officers may be required to undertake extended hours of work under the provisions of the 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 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.

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:.....