



Australian Government
Indigenous Land and Sea Corporation



The ILSC GROUP

PEOPLE. COUNTRY. OPPORTUNITY.

Role Description

Title	Project Officer (Identified)
Classification	ILSC2 (Upper)
Division / Section / Unit	Program Delivery
Location	Perth / Adelaide / Brisbane
Title of Supervisor	Operations Manager
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

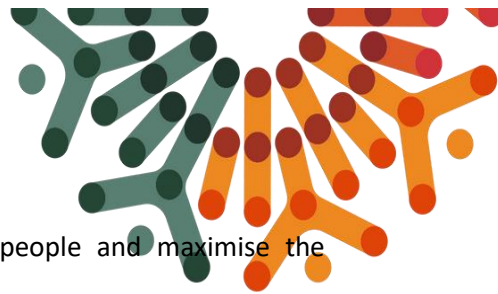
The Program Delivery Directorate oversees the management and implementation of the ILSC core legislative acquisition and management functions that assist Indigenous people to acquire and manage Country (land and water) across Australia. It does this to achieve economic, social, cultural or environmental benefits for Aboriginal and Torres Strait Islander people. It does so in accordance with the ILSC's National Indigenous Land and Sea Strategy. The ILSC 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 and Overview

Under the direction of the Operations Manager, in line with legislative and program objectives and criteria, this role will assist as part of a project team to identify, develop and implement projects that deliver economic, environmental, social or cultural benefits to Indigenous Australians.

Specifically, the Project Officer will, under general supervision, assist in:

- Managing land and water assets with the intention of divesting the assets to Indigenous organisations.



- Developing projects that support the aspirations of Indigenous people and maximise the productivity of their assets.
- Providing reports, liaising with partners, and ensuring the performance of contractual obligations relating to scheduled works and lease agreements.

Qualifications

Completion or progress towards an appropriate qualification will be highly regarded.

Key Responsibilities & Outcomes

- Display potential to use conceptual and analytical skills to contribute to innovative solutions to issues and problems.
- Demonstrate knowledge of project management skills.
- Display problem-solving skills to contribute solutions to project challenges and obstacles.
- Demonstrate research and analytical skills to investigate information, document findings in reports, and contribute to assessing risk in order that the ILSC can make informed investment decisions.
- Contribute to the targeted achievements and desired performance outcomes stated in the ILSC's operational action plans.
- Assist with delivering the ILSC's business objectives and its land holdings and divestment goals.
- Provide results within agreed timeframes and provide reports according to project milestones.
- Ensure quality of work and completion of tasks to support the ILSC's effective delivery of policy, strategy, and targeted program outcomes.
- Assist in the ILSC's decision-making by preparing quality reports and briefings, including due diligence on matters relating to the status of land and water holdings in accordance with agreed ILSC processes and procedures.
- Accurately use and maintain information and records management systems in accordance with ILSC Policy.
- Demonstrate flexibility, adaptability and focus through day-to-day work changes and shifting priorities.
- Display self-awareness and actively seek out learning opportunities that improve existing skills and knowledge.
- Use culturally safe communication skills to maintain effective stakeholder relationships and achieve mutually beneficial outcomes; this includes written, verbal, interpersonal, active listening, negotiation and facilitation skills.
- Work effectively as a team member, member of the Divisional Office and wider ILSC, in fostering a cooperative, professional and positive work atmosphere.
- Undertake other administrative and support duties as directed by senior team members to contribute to the efficient and effective functioning of the team.
- Collaborate across the ILSC to provide accurate and timely information in support of ILSC meeting its objectives.

Key Selection Criteria

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 ability to collaborate with Indigenous businesses, organisations, and other partners to achieve agreed outcomes.



3. Capability to work independently and as a member of a team in a diverse work environment while effectively managing priorities and tasks to completion.
4. Related experience in and/or capacity to develop the knowledge of project coordination or project management techniques.
5. The ability to understand and relate contractual obligations to work tasks, and project outcomes.
6. Demonstrated experience in administrative functions as it relates to project management; and may include logistics management, diary/meeting/scheduling functions, document and reports coordination, managing conflicting priorities, records management and/or utilisation of appropriate systems.
7. Ability to understand and listen carefully, and tailor communication styles and messages to ensure clarity and effectiveness.
8. Capacity to undertake research and analysis to assist with preparing routine correspondence and reports for a range of audiences to aid in decision-making.
9. Demonstrated ability to use initiative and solve problems, both individually and as a member of the team.

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 ILSC 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 ILSC 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: