



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



**The ILSC GROUP**

**PEOPLE. COUNTRY. OPPORTUNITY.**

## **Role Description**

|                                  |                                                                 |
|----------------------------------|-----------------------------------------------------------------|
| <b>Title</b>                     | Senior Sustainability Officer                                   |
| <b>Classification</b>            | EL1                                                             |
| <b>Employment type</b>           | Full time, 24-month contract                                    |
| <b>Division / Section / Unit</b> | Risk and Assurance                                              |
| <b>Location</b>                  | Adelaide preferred (other ILSC office locations by negotiation) |
| <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 Act 2005 (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 support and advice across the ILSC Group (the ILSC and its subsidiaries), enabling the achievement of strategic objectives and supporting the ILSC 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 Senior Sustainability Officer leads the ILSC's climate risk and opportunity management and emissions reduction work. The role delivers the ILSC's annual disclosure under the Australian Government's Commonwealth Climate Disclosure policy, applies the Climate Risk and Opportunity Management Program (CROMP) methodology to identify, assess and treat climate-related risks and opportunities, and develops the analysis and options that enable the Board to determine the ILSC's emissions boundary, emissions reduction target and reduction pathway. The ILSC completed its first climate disclosure in 2025–26 and has made an undertaking to set an emissions reduction target.



Reporting to the Manager, Risk and Assurance, the Senior Sustainability Officer works under broad direction and exercises considerable independence in determining how the work program is planned and delivered. Decisions on the ILSC's emissions boundary, emissions reduction target and reduction pathway are reserved for the Board. The role prepares the evidence, options and advice on which those decisions are made, and implements them once taken.

Commonwealth climate disclosure and emissions reporting requirements increase over successive reporting years. This role is offered for a two-year period and is responsible for meeting the ILSC's obligations in the current reporting year and for designing and embedding the systems, processes and capability the organisation needs to meet the requirements that follow. The role also represents the ILSC in engagement with Commonwealth agencies on climate disclosure and emissions reporting.

## Qualifications

Completion of an appropriate tertiary qualification will be viewed favourably. Relevant fields include risk management, environmental science, climate science, sustainability, public policy, law or a related discipline. Demonstrated equivalent professional experience will also be considered.

## Key Responsibilities & Outcomes

- Lead the preparation of the ILSC's annual climate disclosure under the Commonwealth Climate Disclosure policy, coordinating contributions from across the ILSC and meeting the Department of Finance's disclosure requirements and the annual report timeframes.
- Design, implement and embed the systems, processes, controls and data arrangements the ILSC needs to meet its climate disclosure obligations as requirements increase, including climate-related scenario analysis.
- Develop and maintain a multi-year climate risk and disclosure roadmap aligned with the ILSC Corporate Plan, setting priorities and sequencing work across reporting years.
- Apply the Climate Risk and Opportunity Management Program (CROMP) methodology, delivered by the Department of Climate Change, Energy, the Environment and Water, to identify, assess, prioritise, treat and monitor climate-related risks and opportunities across the ILSC and with external stakeholders.
- Ensure climate risk analysis, mitigation activity and advice reflect the interests of Aboriginal and Torres Strait Islander groups holding or acquiring Country through the ILSC, including the long-term viability of properties, and that climate risk informs the ILSC's acquisition, management and divestment decisions.
- Coordinate and support the delivery of agreed climate risk mitigation and adaptation activities across the ILSC, working with risk owners to define treatments, agree timeframes and measures, track progress, resolve barriers to delivery, and escalate where delivery is at risk.
- Maintain the ILSC's climate risk register and treatment plan, ensuring responsibility for each treatment is clearly assigned and that reporting to the Executive, the Audit and Risk Committee and the Board reflects actual progress.
- Develop the analysis, options and advice that enable the Board to determine the ILSC's emissions boundary, emissions reduction target and emissions reduction pathway, and coordinate and support implementation of the agreed pathway across business areas once those decisions are made.



- Coordinate with the Finance team who prepare the ILSC's annual greenhouse gas emissions inventory, drawing on data from business areas and subsidiaries, including data quality assurance, correct application of the Emissions Reporting Framework and National Greenhouse Accounts Factors, and resolution of classification and materiality issues before publication.
- Prepare papers, briefings and correspondence for the Board, the Audit and Risk Committee, the Executive and the Chief Financial Officer, and provide expert oral and written advice on climate risk, climate disclosure and emissions matters to senior management, employees and external stakeholders, distilling complex technical material into the advice decision-makers need to act.
- Monitor changes to Commonwealth climate disclosure, emissions reporting and sustainability policy, assess the implications for the ILSC, and advise on the organisation's response.
- Build climate risk capability across the ILSC by providing guidance, tools and support to risk owners and subsidiaries.
- Represent the ILSC in engagement with the Department of Finance, the Department of Climate Change, Energy, the Environment and Water and other Commonwealth entities on climate disclosure and emissions reporting.
- Undertake other duties that contribute to the continuous improvement of policies, programs and procedures, and the efficient and effective functioning of the ILSC.

## Key Selection Criteria

**The occupant of this position will be able to demonstrate the possession of the following criteria. All criteria are equally weighted.**

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. Understanding of climate change impacts on Country and their consequences for Aboriginal and Torres Strait Islander people, and the ability to reflect cultural and social values alongside financial and operational considerations in climate risk assessment.
3. Demonstrated experience leading a complex compliance, reporting or risk program in a regulated environment under broad direction, including planning and sequencing the work, managing competing priorities, meeting fixed external deadlines, and securing contributions across multiple teams and divisions without direct authority over the people involved.
4. Knowledge of climate risk management and climate-related disclosure, including familiarity with one or more of the Commonwealth Climate Disclosure requirements, the Climate Risk and Opportunity Management Program, AASB S2 or a comparable framework, or the demonstrated capacity to acquire that knowledge quickly. Experience in greenhouse gas emissions accounting or emissions reduction planning will be viewed favourably.
5. Sound understanding of Commonwealth governance and accountability obligations, including the *Public Governance, Performance and Accountability Act 2013*, enterprise risk management, and the annual reporting and assurance requirements applying to corporate Commonwealth entities.
6. Well-developed conceptual and analytical skills, including the ability to interpret and apply technical guidance, work with quantitative data, identify data integrity issues, consider the



longer-term implications of issues for the ILSC, and provide evidence-based advice where guidance is incomplete or still developing.

7. Demonstrated high-level oral and written communication skills, including the preparation of papers and briefings for boards, audit and risk committees and senior executives, the ability to distil complex technical material for non-specialist audiences, and the ability to provide frank, evidence-based advice to senior decision-makers.

## 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.

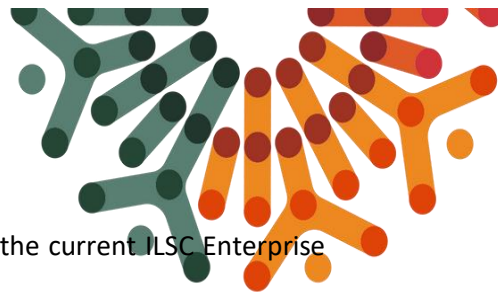
Officers may be required to undertake extended hours of work under the provisions of the time off in lieu (TOIL) scheme.

Possession of a valid driver's licence is essential. Any disqualification of your driver's licence 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 if needed) 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](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:.....

|                         |               |              |
|-------------------------|---------------|--------------|
| Version No: 1           | Date Created: | Review Date: |
| Approved by (delegate): | Signature:    | Date:        |
| Endorsed by P&C:        | Signature:    | Date:        |