



Australian Government
Indigenous Land and Sea Corporation



The **ILSC GROUP**

Position Profile

Position Title:	Project Advisor
Classification:	ILC3 Upper
Division / Section / Unit / Team:	Eastern Divisional Office
Location:	Brisbane
Position Title of Supervisor:	Operations Manager
Position(s) Supervised:	Nil

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

Purpose of the Position

Under the direction of the Operations Manager, develop and assess land and water acquisition and management enquiries and work with Indigenous organisations to progress projects to the point they are ready for ILSC investment; collaborate with Indigenous organisations to manage land towards a divestment outcome; and collaborate with existing Indigenous land owners to maximise opportunities to improve the Indigenous Estate. Project Advisors implement approved projects, develop and manage contracts through to completion, evaluate project effectiveness and prepare reports and recommendations in accordance with ILSC Policy and Procedures that assist in achieving the objectives of the ILSC.

Qualification

Completion or progress towards an appropriate tertiary qualification will be viewed favorably.

Key Responsibilities/ Accountabilities and Outcomes

1. Negotiate with stakeholders and facilitate a collaborative approach to project development to maximise benefits to Indigenous landowners.
2. Plan, negotiate, develop and maintain effective relationships with stakeholders and agencies in order to foster beneficial partnerships to enhance and extend the application of ILSC Programs.
3. Undertake research, market analysis, project scoping, due diligence and feasibility analysis of projects to establish the business case for ILSC investment.
4. Individually or in a team, prepare for and facilitate workshops to assist stakeholders and the ILSC to make informed decisions, and to set and monitor future objectives regarding land and water ownership and management.
5. Partner with stakeholders and co-investors to increase the reach and impact of projects.
6. Develop regional knowledge (demographics, needs, issues, etc.) in order that activities are focussed, coordinated, strategic, effective, and regionally relevant.
7. Manage existing and new land and water acquisition and management projects so that sustainable outcomes are achieved in a timely manner and project compliance is maintained.
8. Prepare high quality reports, Board papers and briefings related to land and water acquisition and management functions in accordance with agreed ILSC processes and procedures.
9. Accurately use and maintain information and recording systems in accordance with ILSC Policy.
10. Work as an effective team member, member of the Divisional Office and wider ILSC, through fostering a cooperative, professional and positive work atmosphere.
11. Undertake other duties as directed by the Manager/Supervisor to contribute to the efficient and effective functioning of the Division.

Selection Criteria

The occupant of this position will be able to demonstrate the possession of the following work related qualities.

1. Demonstrated project development and management experience, including managing budgets, client relationships, information, timeframes and conflicting priorities.
2. Demonstrated experience conducting due diligence activities to support investment decisions, including the ability to read and interpret financial reports.
3. Ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a good knowledge and understanding of their cultures.
4. Very well developed communication skills including the ability to effectively facilitate and/or negotiate and achieve significant outcomes with a diverse range of people.
5. Proven ability to research, analyse and write reports for a range of audiences, that are concise and outcomes focussed.
6. An extensive and practical knowledge of land and water management (including urban areas), resource management, and environmental, social, economic issues and solutions.
7. Ability to work independently and as a member of a team in a diverse work environment, and to effectively manage priorities and tasks to completion.

Special Conditions

The preferred applicant will be engaged under the provision of the ILC Enterprise Agreement and will be required to undertake a criminal history check and medical assessment. 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.