



Position Profile

Position Title:	Administrative Officer
Classification:	ILC2 Lower
Division / Section / Unit / Team:	Eastern Divisional Office
Location:	Brisbane
Position Title of Supervisor:	Senior Administration Officer

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

Purpose of the Position

Under the direction of the Senior Administration Officer, the Administrative Officer undertakes a range of administrative, financial and other office-based activities to support project staff, management and assist to maintain the efficient and effective operations of the Divisional Office.

Qualification

Completion or progress towards an appropriate qualification in administration management or similar will be viewed favourably.

Key Responsibilities/ Accountabilities and Outcomes

1. Undertake a range of administrative tasks including preparation of correspondence and reports, organising meetings/conferences, arranging travel bookings, undertake switchboard duties, and providing administrative support to the Division.
2. Arrange for the procurement of goods including obtaining quotes and preparing purchase orders. Process invoices for payment, liaise with other sections of the ILSC, clients and suppliers regarding the payment for goods in accordance with ILSC's guidelines and accountabilities.
3. Maintain and monitor the electronic information systems and liaise with other sections of the ILSC regarding the land acquisition, land management and administrative budgets, in order to assist project staff and Divisional Manager in the management and monitoring of projects.
4. Maintain the records management system (electronic & paper based) for the Divisional Office, including the collection, distribution, filing and archiving of documents and correspondence in a timely, effective and efficient manner.
5. Work as an effective team member, member of the Divisional Office and wider ILSC, through adherence to the ILSC Values and fostering a cooperative, professional and positive work atmosphere.
6. Actively seek out learning opportunities to improve existing skills and knowledge.
7. Demonstrate high ethical and professional standards and practices in all aspects of work in line with ILSC Service Charter and its Key Service Standards.
8. Undertake other administrative and support duties as directed by Manager/Supervisor to contribute to the efficient and effective functioning of the Division.

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 its 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 work-related criteria.

1. Well developed administrative skills and demonstrated experience in financial and administrative support functions, including; procurement processes, payment of accounts, records management, budget monitoring and utilisation of appropriate finance/administration systems.
2. Sound written and oral communication skills including the ability to prepare routine correspondence and reports, and effectively communicate with a diverse range of people.
3. Highly developed personal organisational skills and a capacity to work on simultaneous tasks independently and as a member of a team, in a diverse work environment.
4. Ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.

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 desirable but not essential.

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.