



Australian Government

Indigenous Land and Sea Corporation



The ILSC GROUP

Position Profile

Position Title:	Environment & Sustainability Advisor
Classification:	ILC3 (Upper)
Division / Section / Unit / Team:	Program Delivery - Carbon and Environment
Location:	Adelaide or Brisbane
Position Title of Supervisor:	Manager Carbon and Environment
Positions 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.

Carbon and Environment Team

The Carbon and Environment (C&E) section facilitates the development, delivery and evaluation of C&E projects on Indigenous-held land in partnership with other stakeholders, including in the areas of carbon markets, biodiversity offsets and the protection of heritage values. It provides advice and support to the ILSC Board, senior management, staff and subsidiaries on policy matters and project design related to C&E.

The C&E section seeks to be innovative in the design of new initiatives and in the development of policy positions. The C&E team has identified key priorities over the next three years as:

- Carbon farming - increasing the number of Indigenous people achieving benefits from carbon farming and engagement with the carbon markets
- Environmental offsetting – facilitating Indigenous land ownership and payments for land management activities at minimal direct cost to the ILSC
- Environmental measurement and reporting - monitoring and seeking to improve the ILSC Group's environmental performance and sustainability reporting

Secondary areas of focus where C&E plays a supporting role across the ILSC group include: sustainable Indigenous landscapes, realising the potential of bush food resources, renewable energy, cultural heritage and water access.

Purpose of Position

Reporting to the Manager C&E, you will develop and manage projects that support Indigenous opportunities in conservation and carbon economies that maximise benefits for Indigenous people. Develop effective collaborations with Indigenous groups, business, government agencies, NGOs, and other relevant stakeholders, including securing funding and co-investment to support business priorities, as appropriate.

Support other areas of the ILSC's operations as required, so that ILSC projects enable Indigenous land managers to manage their land and water assets in a way that meets their environmental and cultural aspirations. Work collaboratively with others to develop strategies, systems and reports that demonstrate our sustainability credentials in this area.

Lead a program of work relating to environment and sustainability to help position the ILSC to become a leader and agent of change in creating a profitable and sustainable conservation economy in which Indigenous people are key players.

Qualifications

A formal tertiary qualification in an appropriate discipline will be highly regarded.

Key Responsibilities/Accountabilities and Outcomes

Capability 1: Supports Strategic Thinking

1. Identify, investigate, develop and manage (as appropriate) opportunities in the conservation economy to create benefits for Indigenous people. This may include developing funding proposals, business cases, investigating potential investments in environmental enterprises or analysing business ideas/commercial arrangements proposed to the ILSC.
2. Conduct research and analysis to provide informed recommendations and advice (including to other sections of ILSC) to support strategic approaches and, in some cases, commercial investments in relation to areas such as biodiversity offsets, natural resource management, heritage considerations, water, energy and other relevant areas.

Capability 2: Achieves Results

1. Manage environmental projects and related contracts, monitor and report on project performance, engage external service providers/consultants and otherwise engage key partners in line with procurement guidelines, relevant policies and other procedures.
2. Take personal responsibility for accurate completion of work within timeframes and quality requirements and seek guidance from others when needed.
3. Reschedule and re-organise own and work group responsibilities to reflect changes in priority.

Capability 3: Engages stakeholders and supports productive working relationships

1. Assist in the supervision of staff contributing to projects you are managing as required.
2. Support the team's liaison with internal and external stakeholders, including through involvement in meetings, research, written and verbal briefings, drafting of submissions and other correspondence, as appropriate.
3. Seek opportunities, apply new knowledge and ideas and share these with others including those outside immediate team.
4. Recognise the benefits of diversity and work to build it into teams and work approaches.

Capability 4: Demonstrates personal drive and integrity

1. Maintain a strong knowledge and understanding of environment and sustainability issues, particularly as they relate to Indigenous people and mechanisms and projects to address them.
2. Work as an effective team member of the Program Delivery Directorate and the wider ILSC, through fostering a cooperative, professional and positive work atmosphere and encourage others to do the same.
3. Undertake other duties and responsibilities as directed.
4. Comply with legislative, policy and regulatory frameworks and foster this in others.
5. Take advantage of and identify workplace training and development opportunities.

Capability 5: Values and supports effective communications

1. Draft high-quality written correspondence, proposals and reports, and convey ideas clearly and concisely to a wide range of people both internal and external to the ILSC.
2. Listen to, consider and acknowledge differing ideas and opinions and work to bring these together in a mutually satisfactory way.
3. Facilitate and encourage communication and feedback across organisational boundaries.

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

Technical

1. Demonstrated knowledge (or demonstrated ability to quickly obtain knowledge) of Indigenous land management opportunities; such as, carbon farming, environmental services, bush foods, ecotourism, agribusiness, and the conservation economy generally.
2. Demonstrated ability to manage the development, implementation and evaluation of environmental projects and related activities.
3. Well-developed conceptual, research and analytical skills to support the development and review of policies, programs, procedures and submissions.
4. Knowledge and understanding of environmental issues, and contemporary approaches to managing them, particularly as they relate to Indigenous people and the management of land and water resources.
5. Ability to effectively, confidently and diplomatically represent the ILSC at high level meetings, conferences, seminars, workshops and other forums.
6. Demonstrated initiative and ability to solve problems independently and to operate autonomously, including managing conflicting priorities, deadlines and risk.

Relationship

1. Ability to communicate effectively and build productive working relationships.
2. Experience working with Aboriginal and Torres Strait Islanders and a knowledge and understanding of their cultures will be highly regarded.
3. Ability to communicate and negotiate effectively with a wide range of people, and the ability to draft high-quality written reports, strategies, plans, correspondence and other materials.
4. Experience building relationships with external stakeholders, including a track record of securing funding and/or co-investment.

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.