



Australian Government
Indigenous Land and Sea Corporation



The ILSC GROUP

Policy Advisor – Process, Analytics & Systems Support

12 Month Fixed Term position based in Adelaide

Be part of a collaborative team

Salary \$82,000 to \$89,000 (plus 15.4% Super)

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.

The ILSC is seeking an organised and motivated self-starter to provide project management support to staff in the use of current, and transition to new, information systems and practices to strengthen the monitoring, evaluation and reporting functions of the organisation. Assist with general program administration, project management, project evaluation, revision of policies, tools and templates, data management and analysis and data quality assurance.

Reporting to the Manager Policy & Program Development you will:

- Support the consistent application of project management processes and supporting the effective use of information systems that support them.
- Coordinate systematic maintenance of the project management information systems, including ensuring consistent and complete data entry and data quality, with a high level of accuracy; and the implementation of ongoing monitoring, evaluation and improvement processes to inform improvements to corporate project management information systems to ensure they remain aligned with evolving business needs.
- Provide data analysis, general coordination and project management support to the preparation of the ILSC's Annual Performance Statement in line with the requirements of the PGPA Act.
- Assist with the development, revision and version control of policy documents, procedures, and other documents related to the corporate project management and related information systems in an effective and timely manner, including the Annual Report

The preferred applicant will be engaged under the provision of the ILC Enterprise Agreement.

*For further information, please contact **Rebecca Hayden, Manager Policy & Program Development** on **Freecall 1800 818 490**. (Position documentation, the Recruitment Privacy Statement and more information about the ILSC are available on our website at www.ilsc.gov.au)*

You must be an Australian resident and a current driver's licence is essential.

To apply visit www.ilsc.gov.au/Home/About/Careers

Applications are to include a covering letter and current CV in "MS Word" or PDF. Further information may be requested if you are selected for interview.

Applications close 17 February 2020.

At the ILSC we're committed to building a diverse and inclusive workplace to ensure our workforce is representative of the communities that we support.