



### **Position Profile**

<b>Position Title:</b>	Policy Advisor – Process, Analytics & Systems Support
<b>Classification:</b>	ILC3 Upper
<b>Section:</b>	Policy & Program Development
<b>Location:</b>	Adelaide
<b>Position Title of Supervisor:</b>	Manager Policy and Program Development
<b>Positions Supervised:</b>	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 Policy and Program Development Section (PPD) facilitates the development and delivery of policy, strategic planning, evaluation and reporting based on sound research and consultation. It provides advice and support to senior management and employees on policy issues, and plays a key role in driving the organisation's continuous improvement.

### **Purpose of the Position**

Within the Policy & Program Development section, 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.

### **Qualification**

Completion or progress towards an appropriate tertiary qualification will be highly regarded.

### Capabilities

#### ***Capability 1: Supports Strategic Thinking***

1. Responsible for supporting the consistent application of project management processes and supporting the effective use of information systems that support them.
2. Responsible for coordinating 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.
3. 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.
4. Applies ILSC values in determining policy, implementation strategies, program and/or service delivery.
5. Understands own role within the ILSC, thinks and plans ahead, understanding the work environment and relationships between tasks.
6. Shares information and contributes ideas with relevant people for the ILSC to achieve its goals.

#### ***Capability 2: Achieves Results***

1. Responsible for monitoring and maintaining staff capacity to comply with system and program processes, including troubleshooting and referral of issues across work sections; and the delivery of regular staff training.
2. 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
3. Provide general administration and event support as needed, including preparation of agendas, minutes, development and maintenance of running sheets and decision registers on a range of policy, program and project evaluation tasks.
4. Takes personal responsibility for accurate completion of work within timeframes and quality requirements and seeks guidance from others when needed.

#### ***Capability 3: Engages stakeholders and supports productive working relationships***

1. Work as an effective team member and member of the wider ILSC, through fostering a cooperative, professional and positive work atmosphere.
2. Recognises the benefits of diversity and works to build it into teams and work approaches.
3. Develops and maintains positive and collaborative working relationships and encourages others to do the same.

**Capability 4: Demonstrates personal drive and integrity**

1. Undertake other duties that contribute to the continuous improvement of policies, programs and procedures, and the efficient and effective functioning of the ILSC.
2. Applies, promotes and ensures adherence of others to the ILSC Service Charter and its Key Service Standards.
3. Complies with legislative, policy and regulatory frameworks and fosters this in others.
4. Takes responsibility for personal development based on an understanding of strengths, capabilities and weaknesses.

**Capability 5: Values and supports effective communications**

1. Understands and communicates business processes using a range of contemporary business analysis approaches and methods and apply this understanding to develop business requirements for process and information system changes.
2. Listens to, considers and acknowledges differing ideas and opinions and works to bring these together in a mutually satisfactory way.
3. Ensures that information given to and on behalf of the work team/organisation is accurate, timely and unambiguous.
4. Facilitates and encourage communication and feedback across organisational boundaries.

**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**

1. Demonstrated experience and competence in contemporary data management, analytics and reporting methods and technologies and an ability to quantify and communicate the fitness for purpose of data products.

## Selection Criteria

The occupant of this position will be able to demonstrate the possession of the following criteria.

### Technical

1. Well-developed general administration, project coordination and project management skills.
2. Ability to understand and assist with the management of complex interacting program, project, information and data management systems.
3. A keen sense of logic and an ability to engage with the detail while maintaining a high standard of rigor in extracting, managing, analysing and reporting corporate information and data using contemporary analytics tools.
4. A high-level capability to use, and to support the use of, contemporary project management practices and of enterprise systems, data management and data analysis principles in a corporate environment, including the Microsoft suite of productivity, analytics and project/stakeholder management applications.
5. Ability to initiate, plan and organise projects including managing conflicting priorities, meeting deadlines and identifying outcomes.

### Relationship

1. Proven ability to understand and communicate business processes using a range of contemporary business analysis approaches and methods and to apply this understanding to develop business requirements for process and information system changes.
2. Demonstrated high level interpersonal skills, including the use of written and oral communication, negotiation and mediation to reach shared outcomes.
3. An ability to communicate with a broad range of audiences across process, data and technical subject matters and experience supporting organisational change.
4. Ability to communicate effectively with Aboriginal persons and Torres Strait Islanders and a knowledge and understanding of their cultures.

### Leadership

N/A

## 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](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.