



Australian Government

Indigenous Land and Sea Corporation



The ILSC GROUP

Position Profile

Position Title:	Senior Carbon Coordinator
Classification:	EL1
Section:	Carbon and Environment
Location:	Preferred location – Adelaide or Darwin
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 freshwater country.

Section Environment

The Carbon and Environment (C&E) Section of the ILSC facilitates the development, delivery and evaluation of C&E projects on Indigenous-held land and sea 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 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 and sea rights, ownership and payments for 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 the Position

Under the direction of the Manager Carbon and Environment, lead the exploration, evaluation and development of new carbon opportunities and associated strategy and policy advice at the ILSC. The role will also support the design, implementation, administration, monitoring and communication of current ILSC carbon-related projects.

Support the C&E team in the development, implementation and review of policies, programs, projects and procedures to maximise benefits for Indigenous people, particularly in relation to carbon, biodiversity, heritage and the environment. Support the Manager Carbon & Environment to develop effective collaborations with appropriate natural resource management bodies, government agencies, NGOs and Indigenous groups, including securing co-funding to assist in implementing carbon projects (and sound environmental practices more generally) on ILSC-held properties and on other Indigenous-held land and sea.

Qualifications

Capabilities

Capability 1: Shapes Strategic Thinking

1. Lead the development of the ILSC's carbon strategy, including high-level strategic analysis of the potential for ILSC priorities to be achieved through carbon projects, carbon farming methodology developments and government and industry initiatives.
2. Lead the design, implementation, monitoring and communication about ILSC-supported carbon projects on Indigenous-held land, and provide advice and support on carbon project management to the ILSC's Savanna Fire Management Program, ILSC Project Managers, and Indigenous groups generally as required.
3. Assist with the development, implementation and continuous improvement of the ILSC's policies, programs, processes, procedures, tools and client information in relation to environment, carbon, water and heritage in an effective and timely manner.
4. Understands, supports and promotes the vision, values, strategies and ILSC's business objectives.

Capability 2: Achieves Results

1. Manage projects, including contract management of external consultants, supervising project teams, and using ILSC internal project management, contracting and finance systems as required.
2. Assist with communications and strategy development, including contributing to the development and implementation of the ILSC's evaluation and benefits frameworks, especially indicators relating to carbon emissions, environmental performance and cultural outcomes.
3. Review project performance and focus on identifying critical success factors. Instigate continuous improvement to ILSC process.
4. Values specialist expertise and capitalises on the expert knowledge and skills of others.
5. Provide results within timeframes, quality requirements and identify key talent to support outcomes.
6. Manage change to ensure effective delivery of policy, program development and/or initiatives.

Capability 3: Engages stakeholders and cultivates productive working relationships

1. Undertake research and information collation, including facilitating consultation with staff and stakeholders, to assist with the development of forms of ILSC assistance, in relation to establishing and operating carbon projects to maximise Indigenous benefits.
2. Provide policy advice to ILSC staff, the Board and Executive on carbon-related developments and opportunities, based on up to date knowledge of national and international carbon policy, market and methodology developments. Including through engaging with internal and external stakeholders, the research community, Australian, State and Territory Government, and relevant legislation development processes.
3. Operate as an effective representative of the organisation in public and internal forums.
4. Recognises the different work styles of individuals and takes into account different perspectives to achieve team outcomes.

Capability 4: Exemplifies personal drive and integrity

1. Work as an effective team member of the Carbon and Environment team and the wider ILSC, through fostering a cooperative, professional and positive work atmosphere, including participation in the Performance Evaluation Management Program (PEMP).
2. Undertake key responsibilities for providing a safe and healthy work environment and ensure employees are aware of their WHS responsibilities and obligations. Ensure compliance with WHS Policy.

3. Actively seek out learning opportunities to improve existing skills and knowledge and supports staff with their learning requirements.
4. Manage, monitor and report on all relevant fraud prevention initiatives within the team, ensuring employees are aware of their responsibilities and obligations to prevent fraud and to report possible breaches.
5. Act professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
6. Set a high ethical and professional standards and practices in all aspects of work, leadership and encourage others to do the same.
7. Undertake other duties and responsibilities as directed.

Capability 5: Communicates with influence

1. Select the most appropriate medium for conveying information and structure written and oral communication to ensure clarity.
2. Approach negotiations with a strong grasp of the key issues, having prepared in advance.
3. Facilitate and encourage communication and feedback across organisational boundaries.
4. Seek to understand the audience and tailor communication style and message accordingly.
5. Foster open and collaborative communication among team members.
6. Listen carefully to others and check to ensure that their views have been understood.

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 following key work related qualities. All criteria are rated equal.

Technical

1. Demonstrated knowledge or demonstrated ability to quickly obtain knowledge of the Australian Government's Emissions Reduction Fund and other land and sea use policy frameworks as they relate to the ILSC and in respect to providing assistance to Indigenous land and sea rights holders.
2. Well-developed conceptual, research and analytical skills to support the development and review of carbon policies, programs, procedures and submissions.
3. Experience developing and effectively implementing environmental programs and working in natural resource management in state or federal government, or an environment-orientated organisation.
4. Demonstrated experience in initiating, planning and managing projects, including managing conflicting priorities, meeting deadlines and identifying outcomes.
5. A formal tertiary qualification in an appropriate discipline is required.

Relationship

1. Demonstrated ability to communicate effectively with Aboriginal and Torres Strait Islanders and a knowledge and understanding of their cultures.
2. Demonstrated high-level oral communication skills, including the ability to communicate and negotiate effectively with a wide range of people, internal and external to the ILSC.
3. Well-developed written communication skills, including the ability to draft high-quality written correspondence, submissions and reports, and to convey ideas clearly and concisely to a wide range of people both internal and external to the ILSC.

Leadership

1. Demonstrated initiative and ability to solve problems, both independently and as a member of a team in a diverse work environment.

Special Conditions

The preferred applicant will be engaged under the provisions 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 ILSC will be subject to a probationary period of not less than six months, unless otherwise determined.

Possession of a drivers licence is essential. Any disqualification of your driver's license may result in termination of employment.

Officers may be required to undertake extended hours of work under the provisions of the TOIL scheme.

There will be a requirement for regular intrastate and interstate travel and stay for periods in remote locations, requiring overnight absences. Travel to remote locations may require the need to drive 4WD vehicles (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.