



Australian Government
Indigenous Land and Sea Corporation



The ILSC GROUP

Policy Advisor – Project & Portfolio Management (PPM)

- **12 Month Non-Ongoing position based in Adelaide**
- **Be part of a collaborative team**
- **Salary \$84,400 to \$91,700 (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 who will have a principal focus of assisting the ILSC to transition its core project management practices to a new software solution, including helping staff and grant proponents integrate the new technology solution into their daily business. You will have a focus on stakeholder satisfaction, have excellent communication skills and a thirst for both understanding the ins-and-outs of business needs and operationalising a fit for purpose solution.

Reporting to the Manager Policy & Program Development you will:

- Develop and maintain a strong understanding of the data and processes relating to the ILSC's program delivery program, and support project staff to maintain a high level of data quality for the implementation of ongoing monitoring, evaluation and continuous process improvement.
- Engage key stakeholders to understand their business requirements to support improved business processes for implementation of PPM tool enhancements.
- Act as a champion for PPM tools and help drive the adoption of PPM tool usage across the organisation, including day to day support to internal PPM user groups, transition of the tool, training, problem troubleshooting and issue resolution.
- Maintenance, development and record keeping of portfolio, program and project reports and dashboards.
- You will have demonstrated operational PPM experience within a tailored Microsoft Office environment, including Dynamics, Sharepoint and Project for the Web.

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 1 November 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.

Aboriginal and Torres Strait Islander people are encouraged to apply