



Australian Government
Indigenous Land and Sea Corporation



The ILSC GROUP

Policy Systems Officer

- **12 Month Non-Ongoing position based in Adelaide**
- **Be part of a collaborative team**
- **Salary \$75,500 to \$79,400 (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 primary responsibility for managing the implementation and adherence to the ILSC's Policy Framework and Hierarchy and associated processes. You will work to embed a systematised approach to the development, communication and maintenance of policies, guidelines and procedures including writing policy and guidance materials while influencing and working collaboratively with staff from across ILSC and subsidiaries.

Reporting to the Manager Policy & Program Development you will:

- Develop processes and templates to operationalise the ILSC's Policy Framework.
- Liaise with ILSC business areas and subsidiaries to embed a systematic approach to the development, implementation and monitoring of policy documents.
- Provide accurate advice and supportive guidance to staff regarding the ILSC Policy Framework to ensure consistency and compliance.
- Work across the ILSC to develop and maintain policies, guidelines and procedures and associated documents, templates and workflows, leveraging a Microsoft Office Cloud Based environment.
- Support and provide the business with status and progress reviews, which may include liaison with internal audit reviews.

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 desirable but not 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