



## Position Profile

<b>Position Title:</b>	Policy Systems Officer
<b>Classification</b>	ILC3 Lower
<b>Division / Section / Unit / Team:</b>	Policy and Program Development
<b>Location:</b>	Adelaide
<b>Position Title of Supervisor:</b>	Manager Policy and Program Development
<b>Position(s) Supervised:</b>	Nil

### Purpose of the Position

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 (PPD) Section 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

Under the direction of the Manager PPD and working in a team, the Policy Systems Officer will have primary responsibility for managing the implementation and adherence to the ILSC's Policy Framework and Hierarchy and associated processes. The role will work to embed a systematised approach to the development, communication and maintenance of policies, guidelines and procedures. The position will develop and write a range of policy and guidance materials while influencing and working collaboratively with staff from across ILSC Divisions and subsidiaries. The scope of work will support ILSC objectives and improve the ILCS operations, ensuring corporate governance.

### Qualification

Completion of or progress towards a qualification in the appropriate discipline or similar is desirable. Working knowledge of public sector governance practice is desirable.

## Key Responsibilities/ Accountabilities and Outcomes

1. Develop processes and templates to operationalise the ILSC's Policy Framework to assist the ILSC to develop, maintain and update internal policy documents.
2. Liaise with ILSC business areas and subsidiaries to embed a systematic approach to the development, implementation and monitoring of policy documents.
3. Provide accurate advice and supportive guidance to staff regarding the ILSC Policy Framework to ensure consistency and compliance.
4. 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.
5. Support and provide the business with status and progress reviews, which may include liaison with internal audit reviews.
6. Work as an effective member of the team and wider ILSC, by fostering a collaborative, professional and positive work atmosphere.
7. Undertake other duties as directed by the Manager to contribute to the efficient and effective functioning of the ILSC Group.

## Selection Criteria

All criteria are weighted equally.

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

1. Well developed oral and written communication skills including the ability to:
  - a. present information to, and facilitate outcomes with, a range of stakeholders; and
  - b. convey ideas clearly and concisely to a range of audiences.
2. Significant experience in leading the development of policy and procedures, including the preparation of template/original documentation and the implementation of new process.
3. Ability to initiate, plan and deliver projects including managing conflicting priorities, meeting deadlines, navigating dependencies and identifying outcomes.
4. Ability to influence staff and stakeholders to achieve scope and finalise agreed outcomes.
5. Demonstrated ability to use initiative and solve problems, both individually and as a member of a team.
6. Working knowledge of, or ability to rapidly acquire, governance as applied to a Commonwealth entity.
7. Ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.

## 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 Flextime or TOIL scheme.

Possession of a valid driver's licence that allows you to operate a vehicle in all Australian States and Territories is desirable but not essential.

There may be a requirement for intrastate and interstate travel and stay for periods in remote locations, requiring overnight absences. Travel to remote locations will 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 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.