

Position Profile

Position Title:	Policy Advisor – Project & Portfolio Management (PPM)
Classification:	ILC3 Upper
Section:	Policy & Program Development
Location:	Adelaide
Position Title of Supervisor:	Manager Policy and Program Development
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 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

This position 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.

Working within the Policy team, the successful candidate will be responsible for supporting the consistent application of project management processes and supporting the effective deployment, configuration and use of information systems that support these processes.

The ideal candidate would have demonstrated operational PPM experience within a tailored Microsoft Office environment, including Dynamics, Sharepoint and Project for the Web.

The role requires a well-rounded professional with a focus on stakeholder satisfaction, excellent communication skills and thirst for both understanding the ins-and-outs of business needs and operationalising a fit for purpose solution.

Qualification

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

Key Responsibilities / Accountabilities and Outcomes

1. 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.
2. Act as a champion for PPM tools and help drive the adoption of PPM tool usage across the organisation.
3. Provide day to day support to internal PPM user groups, including transition to the tool, training, problem troubleshooting and issue resolution.
4. Maintain supporting documentation and material for PPM tools.
5. Engage key stakeholders to understand their business requirements to support improved business processes for implementation of PPM tool enhancements.
6. Drive continuous improvement in PPM tool usage, such as improvements to reports, dashboards, workflows, and tool functionality, whilst ensuring alignment to ILSCs principles, processes and strategic framework.
7. Maintenance and development of portfolio, program and project reports and dashboards.
8. 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.
9. Work as an effective team member and member of the wider ILSC, through fostering a cooperative, professional and positive work atmosphere.
10. Undertake other duties as directed to contribute to the efficient and effective functioning of the ILSC.

Selection Criteria

The successful applicant will be able to demonstrate the following criteria.

1. Ability to rapidly understand and assist with the management of complex interacting program, project, information and data management systems.
2. Demonstrated knowledge of project management methodologies, frameworks and industry best practice.
3. Extensive reporting, presentation, data analysis, conceptual judgement and analytical skills
4. Extensive experience with PPM tools, especially Microsoft PPM (Project for the Web, SharePoint).
5. Demonstrated experience in Microsoft products – Office, Office 365, Sharepoint, Project for the Web, Power BI.
6. Knowledge and commitment to continuous improvement principles.
7. Demonstrated high level interpersonal skills, including the use of written and oral communication, negotiation and mediation to reach shared outcomes.
8. An ability to communicate with a broad range of audiences across process, data and technical subject matters and experience supporting organizational change.
9. Ability to effectively communicate 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 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 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.