



Position Profile

Position Title:	Administrative Officer
Classification:	ILC 2 (Lower)
Division / Section / Unit / Team:	Divisional Office
Location:	Adelaide/ Brisbane/ Perth
Position Title of Supervisor:	Senior Administrative Officer

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 Program Delivery Directorate oversees the management and implementation of the ILSC core legislative acquisition and management functions that assist Indigenous people to acquire and manage country (land and water) across Australia. It does this to achieve economic, social, cultural or environmental benefits for Aboriginal and Torres Strait Islander people. It does this in accordance with the ILSC's National Indigenous Land and Sea Strategy. To do this it has three operational regions being Central Division (based in Adelaide and responsible for NT, SA, Vic and Tas) Eastern Division (Brisbane responsible for QLD and NSW) and Western Division (based in Perth and responsible for WA).

Purpose of the Position

Under the direction of the Senior Administrative Officer, the Administrative Officer undertakes a range of administrative, financial and other office-based activities to support project staff, management employees and assist to maintain the efficient and effective operations of the Divisional Office.

Qualification

Completion or progress towards an appropriate qualification in administration management or similar will be viewed favourably.

Key Responsibilities/ Accountabilities and Outcomes

Capabilities

Capability 1: Supports Strategic Thinking

1. Undertake administrative and support duties as directed to contribute to the efficient and effective functioning of the ILSC.
1. Understand own role within the ILSC, support and promote the vision, values, strategies and ILSC business objectives.

Capability 2: Achieves Results

1. Undertake a range of administrative tasks including but not limited to, preparation of correspondence and reports, organising meetings/conferences, arranging travel bookings, undertake switchboard duties and providing administrative support to the Office.
2. Arrange for the procurement of goods including obtaining quotes and preparing purchase orders. Process invoices for payment, liaise with other sections of the ILSC, clients and suppliers regarding the payment for goods in accordance with ILSC's guidelines and accountabilities.
3. Maintain the records management system for the Office, including the collection, distribution, filing and archiving of documents and correspondence in a timely, effective and efficient manner.
4. Accept responsibility for accurate and timely completion of work and seeks assistance when needed.

Capability 3: Engages stakeholders and supports productive working relationships

1. Develops and maintains positive relationships with internal and external stakeholders.
2. Work as an effective team member, member of the Divisional Office and wider ILSC, through adherence to the ILSC Values and fostering a cooperative, professional and positive work atmosphere.

Capability 4: Demonstrates personal drive and integrity

1. Actively seeks out learning opportunities to improve existing skills and knowledge.
2. Demonstrates high ethical and professional standards and practices in all aspects of work.

Capability 5: Values and supports effective communications

1. Use established guidelines and seek supervisor guidance to determine dissemination of information.
2. Listen to, consider and acknowledge differing ideas and opinions and tailor communication style and message to ensure clarity.

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 possession of the following criteria.

Demonstrated ability and experience in:

Technical

1. Financial and administrative support functions, including procurement processes, payment of accounts, and records management.
2. Budget monitoring, financial and administrative record keeping procedures and utilisation of appropriate systems.

Relationships

1. Communication skills including preparation of routine correspondence and reports, and effectively communicate with a diverse range of people including Aboriginal and Torres Strait Islander peoples.
2. Personal organisational skills to work independently and as a member of a team in a diverse work environment and effectively manage priorities and tasks to completion.

Leadership

N/A

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 flex time or TOIL scheme.

Possession of a valid driver's licence is desirable. 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 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.