



Position Profile

Position Title:	Manager People and Capability
Classification:	EL2
Division / Section / Unit / Team:	People & Capability
Location:	Adelaide
Position Title of Supervisor:	Executive Director Corporate
Position(s) Supervised:	Group Manager WHS HR Business Partner Systems Admin/HR Advisor Payroll Advisor HR Coordinator Indigenous Engagement Coordinator

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.

Section/Directorate Environment

The People and Capability (P&C) team provide human resources management, payroll and WHS advice and assistance across the ILSC and subsidiaries (as required) in order for the ILSC to perform its functions and exercise its powers under the *Aboriginal and Torres Strait Islander Act 2005 (Cth)*.

Purpose of the Position

The position reports to the Executive Director Corporate and is responsible for providing advice and assistance in areas of Human Resources and WHS in accordance with the relevant industrial instruments and regulations, and prevailing ILSC policies and procedures.

This role will proactively promote a focus on employee engagement, capacity building, culture development and adherence to ILSC's values across the organisation, in order to promote the attraction and retention of quality people and drive improved outcomes.

Key Responsibilities/ Accountabilities and Outcomes

Strategic

- Work closely with management, organisation leaders, staff and workplace representatives to develop and implement key P&C strategies and activities including:
 - workforce and succession planning;
 - Indigenous employment
 - talent management;
 - learning and development (in particular leadership development);
 - organisational cultural and change management;
 - recruitment and selection;
 - position management and classification;
 - attraction and retention;
 - performance management and discipline;
 - equal opportunities;
 - induction and orientation;
- Provide ongoing analysis, forecasting, planning, development, and evaluation of key human resource change policies and initiatives.
- Provide professional assistance and advice in enterprise agreement negotiations with relevant parties to facilitate mutually beneficial productivity outcomes for employees and the organisation.
- Develop effective and progressive policies, procedures and guidelines including their understanding and implementation across the organisation.
- Ensure the People Strategy aligns with and delivers outcomes as per the National Indigenous Land and Sea Strategy (NILSS) and the Regional Indigenous Land and Sea Strategy (RILSS)

Functional/Operational

- Provide advice on effective employee relationship policies and practices including award interpretation, people related legislation and policies; ensure effective consultation processes are maintained across the organisation and with relevant outside bodies.
- Provide a high level, proactive and professional advice to key internal stakeholders on human resource change issues that support the achievement of operational objectives.
- Plan, develop and deliver high level presentations for the benefit of management and staff as required.
- Assist organisational leaders and staff to undertake process improvement projects in pursuing continuous improvement across the organisation.
- Ensure that reviews of position classification are undertaken effectively and accurately and assist organisation leaders in dealing with position management and remuneration matters.
- Work closely with managers, employees and unions to foster communication and consultation to ensure that employment or industrial issues are resolved effectively and in line with corporate policies.

- Provide information to the Executive Team regarding negotiations and proceedings with regard to industrial matters.
- Establish and promote a co-operative and productive relationship with ILSC staff and workplace representatives.
- Ensure the recruitment and selection function meets organisational needs including cultural fit and skill mix of people resources required to implement all organisational goals and strategies.
- Ensure the delivery of a professional, accurate and timely payroll function that complies with all relevant legislative requirements.
- Provide timely, accurate and professional advice on matters including; disciplinary, performance management, position review and reclassification, industrial relations.
- Establish and maintain productive networks and working relationships across the organisation and with external parties to contribute to the delivery of operational outcomes.
- Coordinate the provision of remuneration guidance and maintenance including role evaluations, benchmarking and salary review process.
- Coordination of the annual budgeting process including identification of recruitment and other P&C related costs.
- Other duties as directed by the Executive Director Corporate.

WHS Management

Oversees the WHS team to ensure:

- all legislative compliance requirements are understood and met across the organisation.
- ensure quality, timely and appropriate WHS services are provided to stakeholders in line with the ILSC's organisational goals and objectives.
- the achievement of the ILSC's WHS Plan.
- that audits are carried out according to the WHS audit plan and non-compliances are addressed in a timely manner.
- continuous improvement of WHS Management Systems, policies and procedures ensuring compliance with legislations and best industry practices.

Team Management

- Provide leadership together with operational direction to the team as well as regular and active review, monitoring and evaluation of achievements.
- Lead, manage and direct the work of team members and allocate resources to ensure quality, timely and appropriate human resources and services are provided to stakeholders in line with team, division and organisational goals and objectives.
- Manage the team's budget within delegated authority and communicate issues, risks and potential decisions effectively.
- Ensure team members have an up to date job description and are aligned with the organisation's objectives and strategies.
- Manage staff performance and behaviour appropriately and align staff performance and objectives with the needs of the organisation.
- Coach, mentor and develop staff. Identify skills gaps and development opportunities.

- Provide open, honest and timely communication.

Selection Criteria

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

Essential

- Proven track record designing and delivering Indigenous Employment and Engagement Strategies that deliver improved outcomes for Aboriginal and Torres Strait Islander stakeholders.
- Proven track record in human resource management and related areas, including extensive experience in integrating organisational development and human resource strategies with business needs to meet current and future challenges.
- Experience and knowledge of current industrial relations trends and legislation.
- Experience in successfully transforming business processes, organisational processes and productivity improvements.
- Demonstrated ability to lead, supervise and develop staff across a human resources delivery climate. Demonstrated commitment to teamwork and the construction of a supportive work environment.
- Sound experience in budgeting, risk management, financial management and people management with excellent conceptual and analytical skills, and the ability to interpret and apply interacting policies and legislation.
- Possess tact, diplomacy and the capacity to interact with a multi-faceted team in a cooperative manner.
- Demonstrated high-level communication, influencing, interpersonal and presentation skills, together with resilience and persistence in conducting negotiations.
- Ability to establish and maintain effective communication channels across a broad range of internal and external stakeholders.
- Interpersonal skills which foster co-operation and support from others in the organisation.
- Highly developed verbal and written communication and interpersonal skills including the capacity to establish and maintain effective relationships with peers and stakeholders, deal professionally with the public and external agencies and work effectively in a team environment
- Ability to initiate, plan and organise projects and work programmes with a demonstrated ability to manage conflicting priorities, meet deadlines and commitments and identify acceptable costs and outcomes
- Highly developed research, analysis and report writing skills to effectively inform, advise and make recommendations in regards to critical issues.
- Computing skills, particularly the ability to utilise the Microsoft Office suite of applications in a MS Windows environment.
- Excellent time management skills and techniques required for an outcomes driven environment.
- Strong systems and process skills

- Ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.
- Demonstrated understanding of relevant awards and industrial practices as they apply within the sector.
- Strong commitment to initiating and driving change with demonstrated resilience, creativity and energy.

Qualifications

- Tertiary qualification in HR Management and/or significant demonstrated experience in people & capability management.

Special Conditions

The preferred applicant will be employed under the provision of the ILC Enterprise 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.

Possession of a valid driver's licence that allows you to operate a vehicle in all Australian States and Territories 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, including the possibility of short stays in remote locations, requiring overnight absences. Travel to remote locations will require the need to travel in a 4WD vehicle (training provided) and/or fly in light planes.

Expectations and Behaviours

All ILSC 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.

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.

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.

Continuous Improvement – All ILSC employees are required to undertake their duties in an environment whereby the commitment to continuous improvement is a core value and accompanies all activities.