

Position Profile

Position Title:	Project Development Manager – Landholding to Divestment
Classification:	EL2
Directorate:	Program Delivery – Western Division Office
Location:	Perth
Position Title of Supervisor:	Divisional Manager

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 freshwater country.

Divisional/Directorate Environment

The Program Delivery Directorate primarily through the Our Country our Future program (OCOF) 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 (based in Brisbane and responsible for QLD and NSW) and Western Division (based in Perth and responsible for WA).

Purpose of the Position

The ILSC is to divest a range of complex properties, that are currently held by the ILSC, to appropriate Indigenous Corporations. To do so it is working with potential owners and tenants to develop sustainable models so that these properties can be divested. These properties include Clontarf Campus an important educational, training and cultural property in metropolitan Perth.

Under the direction of the Divisional Manager this role will develop and implement a divestment strategy that will see Clontarf Campus divested to an appropriate Indigenous Organisation on the basis that the property is financially independent and will be managed for the benefit of Indigenous people into the future.

The key areas of activity include:

- Development of the land management model to ensure a sustainable future for the landholder
- Planning development to support exiting tenants and landholder
- Property development
- Tenure management – development and management

- Business and enterprise development
- Development and implementation of tourism projects
- Engagement with Government at all levels and other stakeholders
- Development of funding mechanisms including a landholding fund for the future landholder to access and ensure future landholding and property needs are met.

Qualifications

Tertiary qualifications in business development, land management, communications, project management, or related fields are highly desirable.

Key Responsibilities/ Accountabilities and Outcomes

Business Development

- Build strong relationships, influencing and negotiating with Native Title Partners, Federal Government, Statutory Authorities and State Government Agencies to achieve positive development and sustainable management of land and water assets
- Identify opportunities by researching market trends and business opportunities for the ILSC and potential landholders
- Identify and develop land and water management agreements and frameworks with State Government
- Lead and/or collaborate with other parties to develop assets to be transferred to the future landholder

Project Management

- Managing and overseeing the day-to-day operations of the project to ensure the objectives are met to schedule and on budget
- Develop accurate and timely reporting to the ILSC and project partners.
- Design and implement a process to manage the asset portfolio that will be transferred the future landholder
- Develop and implement the project sustainability strategy and report on the performance of project opportunities against performance indicators.
- Prepare high quality/complex submissions, briefings, reports and other correspondence to facilitate information exchange, including the provision of advice regarding policy and operational issues.

Stakeholder Management

- Manage relationships, committees and workshops with stakeholders including tenants, the Regional Aboriginal Corporation, State/Local Government.
- Plan, develop and maintain effective relationships with stakeholders and agencies in order to foster beneficial partnerships to enhance the management and transfer of land and water assets

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 organisation'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.

1. Demonstrated ability to communicate effectively and build productive working relationships with Aboriginal and Torres Strait Islanders and a knowledge and understanding of their history, cultures and protocols.
2. Proven experience with project management in land and/or project development, including Cultural Heritage, or Aboriginal Community Development or Business sectors.
3. Demonstrated sound commercial and business acumen and the ability to identify opportunities and develop them into commercially viable outcomes.
4. Demonstrated communication and interpersonal skills, including the ability to engage, influence, negotiate, and facilitate.
5. Ability to manage changes to project scope, schedule, and costs using appropriate verification techniques.
6. High level research, analysis and report writing skills to effectively inform, advise and make recommendations and / or inform decision makers in regard to critical issues.
7. Experience working in culturally diverse workplaces.
8. Capacity to work independently and as a member of a team in a diverse work environment and to effectively manage priorities and tasks to completion.
9. Demonstrated ability to manage conflicting priorities, meet deadlines and commitments, and identify acceptable costs and outcomes.

Special Conditions

The preferred applicant will be engaged under the provision of the ILSC 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 TOIL scheme.

Possession of a valid driver's licence that allows you to operate a vehicle in all Australian States and Territories is 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 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 ILSC 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.