



## Position Profile

<b>Position Title:</b>	Project Officer – Strategic Project (Identified)
<b>Classification:</b>	ILC2 (Upper)
<b>Division / Section / Unit / Team:</b>	Central Divisional Office – Strategic Projects and Northern Strategic Projects
<b>Location:</b>	Northern Territory
<b>Location of Supervisor:</b>	Location Dependant: Manager Strategic Projects (Alice Springs) or Manager Northern Strategic Projects (Darwin)
<b>Position(s) Supervised:</b>	Nil

## Organisational Environment

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established to provide economic, environmental, social and cultural benefits for Aboriginal people and Torres Strait Islanders by assisting in the acquisition and management of an Indigenous land base.

## Divisional/Directorate Environment

In accordance with nationally consistent programs and strategies, the Central Division of the ILSC undertakes land acquisition, land management and related activities in the Northern Territory, South Australia, Victoria and Tasmania on behalf of stakeholders in those regions.

## Section/Unit Environment

The Strategic Projects and Northern Strategic Projects teams are operational units within Central Division. The teams work on large scale, collaborative land management projects. Current initiatives focus on supporting employment, training and career development, enterprise development and delivery of social, cultural, and environmental benefits through management of land. The teams also provide information and advice to the Divisional Manager on policy and operational matters.

## Purpose of the Position

Under the direction of the Manager Strategic Projects (Alice Springs) or Manager Northern Strategic Projects (Darwin), and as part of two Project Teams, provide professional administration support to the teams, and to assist with the development and delivery of land management projects with Indigenous organisations to deliver projects that provide Indigenous benefits, and assist with other project related work as required.

## Qualifications

Completion or progress towards an appropriate vocational or tertiary qualification in Land Management, Project Management, Administration or similar is desirable.

### **Key Responsibilities/ Accountabilities and Outcomes**

1. Within a team, work collaboratively with Indigenous organisations in the Northern Territory to support their ambitions to develop enterprises that deliver economic, social, cultural and environmental outcomes.
2. Through project and administration assistance, support the delivery of existing and new Real Jobs Program, and Savanna Fire Management projects so that project compliance is maintained and that outcomes are achieved in a timely manner.
3. Under supervision support project administration through assistance with contract management tasks, proactive communication with partners, project monitoring and evaluation tasks, and preparation of reports.
4. In collaboration with divisional administration staff, provide day to day administration support to the Strategic Projects and Northern Strategic Projects teams to ensure the maintenance of highly effective regional offices.
5. Develop and maintain effective relationships with stakeholders and facilitate a collaborative approach to; maximise benefits to Indigenous organisations, enhance the Real Jobs and Savanna Fire Management Programs and extend the application of ILSC programs
6. Accurately use and maintain information and recording systems in accordance with ILSC Policy.
7. As part of a team, prepare for, and facilitate workshops to assist stakeholders to access skills, knowledge, resources, partners and funding required to sustainably manage land and water.
8. Develop regional knowledge (demographics, needs, issues, etc) in order that activities are focussed, coordinated, strategic, effective, and regionally relevant.
9. Work as an effective team member, member of the Divisional Office and wider ILSC, through fostering a cooperative, professional and positive work atmosphere.
10. Undertake other duties as directed at level.

### **Selection Criteria**

**The occupant of this position will be able to demonstrate the possession of the following work-related qualities.**

1. Ability to communicate effectively and build productive relationships with Aboriginal people and Torres Strait Islanders and a good knowledge and understanding of their cultures.
2. Demonstrated experience in and/or capacity to develop the knowledge to achieve outcomes using sound project management techniques, including managing conflicting priorities, associated budgets, client relationships, information and timeframes.
3. Sound communication skills including the ability to effectively facilitate and/or negotiate and achieve significant outcomes with a diverse range of people.

4. Demonstrated administration skills and ability to maintain electronic document management systems, support procurement, assist with travel logistics and bookings, and to support effective stakeholder meeting including scheduling and minute taking.
5. A knowledge and practical understanding of land management particularly as they relate to Indigenous peoples in the Northern Territory.
6. Capacity to work independently and as a member of a team in a geographically diverse work environment and to effectively manage priorities and tasks to completion.
7. An understanding of, and commitment to supporting, self-determination of Aboriginal people and Torres Strait Islanders and motivation to work closely with partners to champion Indigenous perspectives and interests into all aspects of Strategic Projects.

## 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.ilcs.gov.au](http://www.ilcs.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 ILC 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.