

Position Profile

Position Title:	Senior Advisor (Prescribed Body Corporate) (Identified)
Classification:	EL1
Directorate:	Western Division
Location:	Perth (will consider other locations)
Position Title of Supervisor:	General Manager, Western Division

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.

The ILSC is eligible to be appointed as a Default PBC under the provisions of the *Native Title Act 1993* (Cth) together with the Native Title Prescribe Body Corporate Regulations 1999 (Cth). This appointment may be achieved either via the ILSC's acceptance of a nomination as a PBC by the relevant common law holders, or through appointment as such by the Federal Court in the circumstances where common law holders have been unable to establish or maintain a PBC.

As a default PBC the ILSC must manage the native title rights and interests of the Common Law Holders (CLH) as authorized by the CLH.

Divisional/Directorate Environment

The Prescribed Body Corporate (PBC) function sits within the Western Division Office and is responsible for managing the ILSC's default PBC functions. It is responsible for ensuring that the ILSC meets its statutory obligations under the Native Title Act 1993 (Cth) and the Native Title Prescribed Body Corporate Regulations 1999 (Cth).

The ILSC's PBC Policy position, sets out that the ILSC will wherever possible outsource much of its PBC Functions including advisory and logistical services. The ILSC will not outsource native title decisions or other statutory obligations. As such the PBC Unit will be responsible for managing the ILSC's relationship with the CLH; contractual arrangements with external agents; PBC governance and decision-making activities; and PBC compliance requirements such as reporting.

Purpose of the Position

Under the direction of the General Manager, Western Division manage:

1. The ILSC's PBC statutory obligations including: its relationship with the Common Law Holders; decision-making processes and governance; statutory reporting; relationship with the Registered

Native Title Rep Body; outsourced consultancy and contractor arrangements; statutory processes and procedures including governance.

2. The ILSC's capacity building activities with Common Law Holders and transitioning of PBC functions to an independent PBC.

Qualification

Completion of an appropriate tertiary qualification will be viewed favourably.

Key Responsibilities/ Accountabilities and Outcomes

The occupant of this position will be able to demonstrate and provide evidence of the following experience and competencies;

- Communicate effectively with Aboriginal and Torres Strait Islander people, demonstrating cultural awareness and sensitivity.
- Ensure all work is carried in accordance with relevant legislation, including but not limited to; Aboriginal and Torres Strait Islander Act 1995, Native Title Act 1993 and Native Title Regulations (Prescribed Bodies Corporate) 1999.
- Develop and maintain strong relationships with a diverse group of stakeholders, including Indigenous communities, legal experts, academics, government bodies, and representatives.
- Collaborate on policy and strategy development relevant to PBCs, ensuring the needs and goals of native title holders are represented.
- Work within and support internal governance processes to meet decision-making, reporting, and compliance requirements.
- Use analytical skills to create, review, and refine policies, programs, and procedures that support the goals of the ILSC and PBCs. Represent the section on internal committees and ILC at conferences, meetings and seminars
- Draft and present high-level briefings and other correspondence, submissions, governance papers, and reports for various audiences, ensuring clarity and relevance to native title stakeholders across sectors.
- Oversee government procurement processes, ensuring adherence to Commonwealth Procurement guidelines, and manage contractors and consultants to ensure project outcomes are met.
- Anticipate, assess and respond to the impact of changes in Government policy.
- Develop an understanding of traditional decision-making structures of relevant Common Law Holders to engage effectively.
- Take initiative in leading or participating in project work, effectively managing priorities to deliver complex projects and achieve competing milestones.
- Deliver complex projects on time, ensuring milestones driven by statutory obligations are met and aligning outcomes with stakeholder expectations.

Selection Criteria

The occupant of this position will be able to demonstrate the possession of the following criteria. All criteria are equally weighted.

1. Ability to communicate effectively with Aboriginal persons and Torres Strait Islanders; a knowledge and understanding of their cultures; and an ability to rapidly develop knowledge specific to traditional decision-making structures of the relevant Common Law Holder.

2. Demonstrated experience working in a statutory or regulatory environment driven shaped by key legislations.
3. Demonstrated high-level client and stakeholder engagement skills, including the ability to collaborate on policy and strategy development relevant to Prescribed Body Corporates.
4. Well-developed understanding of and ability to work within board processes necessary to achieve decision-making and reporting obligations.
5. Well-developed conceptual and analytical skills to effectively develop and review policies, programs and procedures.
6. Demonstrated high-level oral and written communication skills, including the ability to: write high-level correspondence, Governance papers and reports; and communicate effectively with a wide range of native title stakeholders across the legal, academic, representative and government sectors.
7. Ability to manage procurement processes and manage relationships and outputs of contractors and consultants consistent with Commonwealth Procurement guidelines.
8. Demonstrated initiative and high-level ability to work both independently and as a member of a team in a diverse work environment and effectively manage priorities and tasks to completion.
9. Demonstrated experience in successfully managing complex projects to completion, including delivery of competing milestones driven by statutory obligations.

Special Conditions

The preferred applicant will be engaged under the provisions of the ILC Enterprise Agreement and will be required to undertake a criminal history check 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 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 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.