

## **Position Profile**

<b>Position Title:</b>	Project Officer
<b>Classification:</b>	ILC2 (Upper)
<b>Division / Section / Unit / Team:</b>	Divisional Office
<b>Location:</b>	Perth
<b>Position Title of Supervisor:</b>	Operations Manager
<b>Position(s) Supervised:</b>	Nil

### **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.

### **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 Operations Manager, in line with legislative and program objectives and criteria, this role will assist as part of a project team to identify, develop and implement projects that deliver economic, environmental, social or cultural benefits to Indigenous Australians.

Specifically, the Project Officer will, under general supervision, assist in:

- Managing land and water assets with the intention of divesting the assets to Indigenous organisations.
- Developing projects that support the aspirations of Indigenous people and maximise the productivity of their assets.
- Providing reports, liaison with partners, and ensuring the performance of contract obligations relating to scheduled works, and lease agreement obligations.

## Qualification

Completion or progress towards an appropriate qualification will be highly regarded.

## Key Responsibilities/ Accountabilities and Outcomes

### Capabilities

#### ***Capability 1: Supports Strategic Thinking***

- Display potential to use conceptual and analytical skills to contribute to innovative solutions to issues and problems.
- Demonstrate knowledge of project management skills
- Display problem-solving skills to contribute solutions to project challenges and obstacles.
- Demonstrate research and analytical skills to investigate information, document findings in reports, and contribute to assessing risk in order that ILSC can make informed investment decisions.
- Understand, support and promote the values of the ILSC and contribute to development of its policies, strategies, and business objectives.
- Understand, support and promote the ILSC vision for Indigenous people to enjoy the rightful entitlements, opportunities and benefits that the return of country and its management bring.

#### ***Capability 2: Achieves Results***

- Contribute to the targeted achievements and desired performance outcomes stated in ILSC operational plans (State and national).
- Assist with delivering ILSC business objectives and its land holding divestment goals.
- Provide results within agreed timeframes and provide reports according to project milestones.
- Ensure quality of work and completion of tasks to support ILSC's effective delivery of policy, strategy, and targeted program outcomes.
- Assist ILSC decision making by preparing quality reports and briefings, including due diligence of matters relating to the status of land and water holdings in accordance with agreed ILSC processes and procedures.
- Accurately use and maintain information and recording systems in accordance with ILSC Policy.
- Demonstrate flexibility, adaptability and focus through day-to-day work changes and shifting priorities.
- Display self-awareness to actively seeks out learning opportunities that improve existing skills and knowledge.

#### ***Capability 3: Engages stakeholders and supports productive working relationships***

- Demonstrate ability to work with stakeholders to assist ILSC in the investment, management, and divestment of land and water projects for the benefit of Indigenous people.

- Use culturally safe and sound communication skills to maintain effective stakeholder relationships to achieve mutually beneficial outcomes; this includes written, verbal, interpersonal, active listening, negotiation and facilitation skills.
- Work as an effective team member, member of the Divisional Office and wider ILSC, through fostering a cooperative, professional and positive work atmosphere.

#### ***Capability 4: Demonstrates personal drive and integrity***

- Manages assigned workload to balance personal and work responsibilities in order to maintain commitment to the project team as required.
- Undertake other administrative and support duties as directed by senior team members to contribute to the efficient and effective functioning of the ILSC.
- Demonstrates a commitment to high ethical and professional standards and practices in all aspects of work.
- Acts professionally and impartially at all times and operating within the boundaries of organisational processes, and legislative, policy and regulatory frameworks.
- Takes advantage of workplace training and development opportunities.

#### ***Capability 5: Values and supports effective communications***

- Understands and listens carefully, and tailor's communication style and message to ensure clarity and effectiveness.
- Communicate effectively with Aboriginal people and Torres Strait Islanders and demonstrates an understanding of Indigenous cultures.
- Collaborate across the organisation to provides accurate and timely information in support of ILSC meeting its objectives.
- Listens to, considers and acknowledges differing ideas and opinions; and keeps self and others well informed on work progress and concerns.

#### ***Work, Health, Safety and Environmental Matters***

- Demonstrate commitment and active participation in activities that contribute towards a healthy and safe work environment and in building a positive reporting culture.
- Demonstrate commitment and active participation in maintaining a healthy and safe work environment by abiding by ILSC's safety procedures and any directions provided by line management to minimise risk to employees, the business or its stakeholders.
- 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 organisation 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.**

### **Relationship**

- Demonstrated ability to communicate effectively and build productive working relationships with Aboriginal and Torres Strait Islanders and a knowledge and understanding of their history, culture and protocols.
- Collaborate with Indigenous businesses, organisations, and other partners to achieve agreed outcomes.
- Capability to work independently and as a member of a team in a diverse work environment while effectively managing priorities and tasks to completion.

### **Technical**

- Related experience in and/or capacity to develop the knowledge of project coordination or project management techniques.
- The ability to understand and relate contractual obligations to work tasks, and project outcomes.
- Demonstrated experience in administrative functions as it relates to project management; and may include, logistics management, diary/meeting/scheduling functions, document and reports coordination, managing conflicting priorities, records management and/or utilisation of appropriate systems.
- Undertake research and analysis to assist with preparing routine correspondence and reports for a range of audiences to aid in decision-making.
- Demonstrated ability to use initiative and solve problems, both individually and, as a member of the team.

### **Leadership**

N/A

## **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 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 ILSC will be subject to a probationary period of not less than six months, unless otherwise determined.

Possession of a drivers licence is desirable but not essential. Any disqualification of your driver's license may result in termination of employment.

Officers may be required to undertake extended hours of work under the provisions of the TOIL scheme.

There will be a requirement for regular intrastate and interstate travel and stay for periods in remote locations, requiring overnight absences. Travel to remote locations may require the need to drive 4WD vehicles (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](http://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.