



Australian Government
Indigenous Land and Sea Corporation



The ILSC GROUP

Position Profile

Position Title:	Communications Officer (Identified)
Classification:	ILSC2 Lower
Directorate:	Strategic Communications Unit
Location:	Adelaide
Position Title of Supervisor:	Head of Strategic Communications

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.

Divisional/Directorate Environment

The Strategic Communications Unit sits within the Policy, Strategy and Performance Directorate and is responsible for managing internal and external media and communications functions. Team responsibilities include internal and external communications; branding; stakeholder engagement; and provision of advice to the ILSC Board and executives on the promotion and protection of the ILSC brand and reputation.

Purpose of the Position

The Communications Officer is responsible for providing communications support to the Unit. The Communications Officer will use their communications and marketing skills to develop and deliver high quality materials, publications, online products, and corporate materials. Reporting directly to the Head of Strategic Communications, the Communications Officer will provide support to the Unit by assisting in the production of communications packages (media releases, website and internal copy, social media tiles) and support the administrative functions of the Unit including financial administration.

Qualification

Tertiary qualification in media, communications or public relations will be well regarded.

Key Responsibilities/ Accountabilities and Outcomes

The Communications Officer is responsible for developing and coordinating communications materials, using their creativity and knowledge of Indigenous culture, for the ILSC. The position will work closely with the Digital Communications Advisor and Senior Media and Communications Advisor to provide support to deliver communications solutions to the Unit.

Responsibilities:

- Provide communications support to the ILSC's Strategic Communications Unit.
- Coordinate administrative functions for the Unit.
- Input data into records management systems
- Write, edit and proof communications materials including media releases, website copy, internal communications, talking points, and speeches.
- Optimise content for the ILSC website and internal SharePoint site.
- Assist in the management of ILSC's social media channels, including the development of content.
- Manage the ILSC's external facing Communications mailbox.
- Respond to simple enquiries and direct more complex enquiries to appropriate employees
- Arrange for the procurement of and payment for goods and services
- Prepare correspondence, organise meetings, conferences and travel bookings;
- Contribute to planning activities within the work area
- Work as an effective team member of the ILSC, through adherence to the ILSC Code of Conduct and Values and fostering a cooperative, professional and positive work atmosphere.
- Undertake other duties that contribute to the continuous improvement of policies, programs and procedures, and the efficient and effective functioning of the ILSC.
- 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, with a focus on continuous improvement and building a positive reporting culture.
- 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.

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 people and Torres Strait Islanders and a knowledge and understanding of their cultures.
2. Relevant demonstrated experience in a similar role.
3. Demonstrated knowledge and experience in producing communications materials.
4. Demonstrated experience and achievement in the use of wide range of communications applications and techniques in Indigenous Affairs, Government environments and industries relevant to the ILSC.
5. Demonstrated ability to develop and maintain excellent working relationships, facilitate cooperation and partnerships with internal and external stakeholders.

6. Demonstrated initiative and ability to work independently and as a team member (self-driven and personally motivated) and effectively manage priorities and tasks with tight timeframes.
7. Ability to provide administrative support to a high performing team.
8. Be results oriented, highly motivated and enjoy building and developing effective relationships.
9. Ability to work to deadlines, with limited supervision and high attention to detail.
10. Demonstrated experience in supporting a communications-focused team by providing contributing to the development and delivery of materials.

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 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 in need) 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.