



Australian Government

Indigenous Land and Sea Corporation



The ILSC GROUP

PEOPLE. COUNTRY. OPPORTUNITY.

Role Description

Title	Senior Indigenous Employment & Engagement Advisor
Classification	EL1, ongoing
Division / Section / Unit	People and Capability
Location	Adelaide; Kurna Yarta
Title of Supervisor	Manager, People and Capability
Role(s) Supervised	N/A

Who We Are

The Indigenous Land and Sea Corporation (ILSC) was established in 1995 under the ATSI Act and subject to the PGPA Act, to provide for the contemporary and future land needs of Indigenous Australians, particularly those unlikely to benefit from Native Title or Land Rights. As the custodian of funds held in trust for Aboriginal and Torres Strait Islander people, we assist Indigenous Australians to acquire and manage land and water related rights so that they can enjoy the rightful entitlements, opportunities and benefits that the return and management of country brings. In redressing dispossession, the ILSC's acquisition and management functions serve to assist Indigenous Australians to:

1. Maintain and grow the value and productivity of country;
2. Own and manage country sustainably;
3. Influence policy and opportunity for country; and
4. Strengthen culture through re-connection to country

Section / Division

The People & Capability (P&C) team plays a pivotal role in empowering the ILSC by actively shaping the organisation's workforce strategies, fostering continuous growth, and providing guidance and resources for executives and managers in all facets of workforce relations. The team coordinates and manages the Human Resources (HR), Work Health and Safety (WHS), Remuneration and Learning and Development functions across the ILSC Group to ensure the Group can effectively perform its functions and exercises its powers under the ATSI Act.



Purpose and Overview

In line with the direction of the Aboriginal and Torres Strait Islander Act 2005 (ATSI Act) of giving priority to 'maximising the employment of Aboriginal persons and Torres Strait Islanders', this role will drive the development, planning and implementation of initiatives, projects and activities that:

1. position the ILSC as an employer of choice for Indigenous talent;
2. promote, improve and maximise Indigenous employment within the ILSC; and
3. build and maintain a workforce which has the skills, knowledge, life experiences and cultural perspectives which reflect both its statutory purpose as well as the people it serves.

Qualifications

Formal qualifications in an appropriate discipline and/or demonstrated equivalent experience.

Key Responsibilities

- Drive the continued development, implementation and outcomes of the ILSC Indigenous Engagement Strategy (IES) and Action Plan and regularly report on progress against the strategy.
- Develop effective networks, engagement opportunities and partnerships with external stakeholders and strategic partners including but not limited to education institutions and recruitment/talent partners to raise the profile of ILSC for future Indigenous talent.
- Coordinate the provision of reports on the outcomes and benefits derived through the ILSC's programs and projects and make recommendations to ensure that ILSC policies and programs deliver sustainable and lasting benefits to Indigenous staff.
- Collaborate with the broader P&C team on P&C related projects and improvements.
- Drive the P&C team in the continuous development of the Indigenous Cultural Capability Training to drive cultural inclusion and create a workplace that is culturally inclusive and safe for its Indigenous employees and their cultural identity and perspectives are valued.
- Contribute to the ILSC Reconciliation Action Plan (RAP) working group in the development and embedding of the RAP initiatives and targets.
- Coordinate the ILSC traineeship and cadetship programs.
- Design and implement career pathway maps for Indigenous staff across the ILSC
- Work with Manager P&C to develop Performance Development frameworks and plans to support growth and retention of Indigenous staff.
- Review Talent Attraction and Recruitment processes to better attract Indigenous talent.
- Contribute to the ILSC Indigenous Consultative Group (ICG) to promote the forum as the voice for Indigenous employees on employment matters.
- Develop, drive and maintain an internal mentor program for Indigenous staff.
- Contribute to the planning, management and effective implementation of continuous improvement activities relating to relevant People & Capability policies, procedures and practices.
- Assist with the coordination, preparation and submission of HR related reports and information sharing of data, resources and initiatives, maintain reporting systems in line with HR needs.



- Provide leadership across the organisation's values and culture, proactively work with all ILSC employees to create a safe and positive organisational culture, aligned to ILSC's values, that fosters accountability, innovation and continuous improvement.

Undertake other duties and responsibilities as directed by the Manager, People & Capability.

Key Selection Criteria

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

- Demonstrated experience developing and maintaining strong working relationships across a diverse range of people, cultures and demographics including with First Nations Australians, communicating effectively with Aboriginal and Torres Strait Islander people, with a sound knowledge and understanding of their culture.
- Experience and demonstrated understanding of developing and maintaining working relationships with First Nations Australians.
- Demonstrated experience in developing, implementing and evaluating engagement strategies that target relevant audiences, including a strong call to action.
- Demonstrated ability to collaborate across teams to support shared outcomes in strategy and policy development, including the conversion of strategy into operational guidance.
- Demonstrated high-level oral and written communication skills, including the ability to write high-level correspondence and reports.
- Experience in project management, from design to delivery, including evaluating and reporting on outcomes.
- Excellent interpersonal and communication skills, with the ability to work autonomously and collaboratively to form effective working relationships with colleagues and stakeholders which foster co-operation and support from others.
- High level ability to create and maintain an expectation of trust and confidentiality and the ability to display sound judgement in regard to highly sensitive and/or volatile issues.
- Possess tact, diplomacy and the capacity to interact with a multi-faceted team in a cooperative manner.
- An ability to deliver great customer service, with an emphasis on finding solutions for the business units that the team works with.
- Understanding of human resources and employee lifecycle related areas, including experience in integrating talent acquisition, organisational development and human resource strategies with business needs to meet current and future challenges.

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, with a focus 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 organisations environmental performance.



Risk Management

Actively participate and demonstrate adherence to 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.

Special Conditions

This position will report to the Manager, People and Capability and works closely with other P&C team leaders to achieve superior outcomes for and with the team. The position is responsible for supervision/guidance/oversight of the People and Capability Coordinator as a direct report.

Appointment to this position of a person not currently an officer employee of the Indigenous Land and Sea Corporation will be subject to a six-month probationary period.

Possession of a valid driver's licence that allows you to operate a vehicle in all Australian States and Territories may be required. Any disqualification of your driver's license may result in termination of employment.

There is/may be a requirement for regular intrastate and interstate travel, including the possibility of short stays in remote locations, requiring overnight absences.

Travel to remote locations will require the need to travel in a 4WD vehicle (training provided) and/or fly in light planes.

Expectations and Conduct Guidelines

All employees are expected to always conduct themselves in a professional manner.. 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.

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.

I.....(employee name) accept and acknowledge the details outlined within this position Profile as the basis for the position for which I have been employed.

Signature:.....Date:.....

Version No:	Date Created:	Review Date:
Approved by (delegate):	Signature:	Date:
Endorsed by P&C:	Signature:	Date: