



Position Profile

Position Title:	Policy Advisor – Performance Monitoring and Evaluation
Classification:	ILC3 Upper
Division / Section / Unit / Team:	Policy Strategy and Performance
Location:	Adelaide
Position Title of Supervisor:	Manager, Program Management and Reporting Systems
Position(s) Supervised:	Nil

The filing of this employment opportunity is intended to constitute a special measure under subsection 8 (1) of the *Racial Discrimination Act 1975*. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

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 the rightful entitlements, opportunities and 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.

Section/Unit Environment

The Policy, Strategy and Performance Section (PSP) facilitates the development and delivery of policy, strategic planning, monitoring, evaluation, reporting and improvement based on sound research and consultation. It provides advice and support to senior management and employees on policy matters, and plays a key role in driving the organisation's continuous improvement.

Purpose of the Position

Under the direction of the Manager, Program Management and Reporting Systems, assist with the implementation of the ILSC's performance framework by contributing to a range of monitoring, evaluation, reporting and improvement (MERI) activities, project management, and staff capability building.

Qualifications

Completion of an appropriate tertiary qualification (eg in evaluation, project management or similar) and/or significant relevant experience will be viewed favourably.

Key Responsibilities / Accountabilities and Outcomes

1. Contribute to the implementation of the ILSC's performance framework, working on a range of monitoring, evaluation, reporting and improvement (MERI) activities in collaboration with internal and external stakeholders
2. Assist internal and external stakeholders with monitoring, evaluation and reporting and improvement activities.
3. Contribute to priority evaluations that centre the perspectives, priorities and knowledges of Indigenous Australians
4. Contribute to continuous improvement activities related to the ILSC's policies, processes, systems, procedures, tools and client information
5. Work as an effective team member and member of the wider ILSC, through fostering a cooperative, collaborative, professional and positive work atmosphere
6. Undertake other duties as directed to contribute to the efficient and effective functioning of the ILSC

Selection Criteria

The occupant of this position will be able to demonstrate the possession of the following criteria.

- Demonstrated knowledge and experience in project management
- Demonstrated knowledge and experience working on monitoring, evaluation, reporting and/or improvement activities in collaboration with internal and/or external stakeholders (particularly Indigenous Australians)
- Demonstrated experience in applying an evaluation or performance framework to develop project maps/ program logic that centre the priorities and perspectives of Indigenous Australians, selecting appropriate progress indicators, and supporting consistent monitoring and reporting processes
- Ability and confidence to provide consistent and accurate advice to internal and external stakeholders on general project development, and monitoring, evaluation, reporting and improvement activities
- Demonstrated high-level oral and written communication skills, including correspondence and reports, and to communicate effectively with a wide range of people, particularly Indigenous Australians
- 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.
- Competency in contemporary corporate information management, information technologies and systems.

Special Conditions

The preferred applicant will be engaged under the provision of the ILSC 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 (6) months.

Officers may be required to undertake extended hours of work under the provisions of the flex time or 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.