



Position Profile

Position Title:	Senior Policy Advisor – Indigenous Evaluation Framework
Classification:	EL1
Division / Section / Unit / Team:	Policy Strategy and Performance
Location:	Adelaide (or Brisbane, Darwin, Alice Springs, Cairns by negotiation)
Position Title of Supervisor:	Manager Policy
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 & 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.

Section/Unit Environment

The Policy, Strategy and Performance (PSP) section facilitates the development and delivery of policy, strategic planning, evaluation and performance reporting based on sound research and consultation. It provides advice and support to senior management and employees on policy issues, 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 driving the maturation, implementation and continuous improvement of the ILSC's performance framework. This role specifically focuses on the development of an Indigenous Evaluation Framework and associated principles, systems and processes which embody culturally safe principles and actions that prioritise the perspectives, preferences and priorities of Indigenous and Torres Strait Islanders.

Qualifications

Completion of an appropriate tertiary qualification or relevant demonstrated experience in evaluation is essential

Key Responsibilities / Accountabilities and Outcomes

1. Assist with driving the ongoing maturation of the ILSC's performance framework, with a particular focus on developing a complementary, culturally appropriate evaluation framework
2. Provide expert, specialist advice on operationalising the evaluation framework in a way that centres the perspectives, priorities and knowledges of Indigenous Australians throughout the ILSC's performance framework
3. Contribute to the development and implementation of an evaluation program reflecting organisational and stakeholder priorities, including policy, project and program evaluations
4. Contribute expert, culturally-safe advice on project development, monitoring, evaluation and reporting and improvement activities to internal and external stakeholders
5. Contribute to continuous improvement activities related to the ILSC's policies, processes, systems, procedures, tools and client information
6. Work as an effective team member and member of the wider ILSC, through fostering a cooperative, professional positive work atmosphere
7. Undertake other duties as directed to contribute to the efficient and effective functioning of the ILSC

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 focuses 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 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 business 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.

- Demonstrated culturally competent evaluation skills and extensive experience working on culturally safe evaluations and/or framework development with Indigenous Australians, including methodology, data collection and analysis, and reporting

- Ability to contribute expert, specialist advice to internal stakeholders on the development of culturally-safe evaluation principles, tactics and associated processes
- Experience engaging and collaborating with Indigenous Australians on the co-development of projects, programs, policies and processes
- Well-developed conceptual and analytical skills to lead the development / review of policies, programs and projects
- 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 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 (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 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.