



Australian Government
Indigenous Land and Sea Corporation



The ILSC GROUP

PEOPLE. COUNTRY. OPPORTUNITY.

Role Description

Title	Risk and Assurance Officer
Classification	ILC3 Lower
Division / Section / Unit	Legal/Risk and Assurance
Location	Adelaide; Karna Yarta
Title of Supervisor	Manager Risk and Assurance
Role(s) Supervised	Nil

Who We Are

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the *Aboriginal and Torres Strait Islander 2005 Act (Cth)* ('the Act') and subject to the *Public Governance, Performance and Accountability Act 2013*. 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 / Division

The Risk and Assurance team provides risk management and assurance activities to support and advice to all areas of the ILSC Group (includes the ILSC Core and Subsidiaries¹), enabling the achievement of the strategic objectives and ability to remain compliant in the performance of its functions and the exercise of its powers under the *Aboriginal and Torres Strait Islander Act 2005 (Cth)* and responsibilities as a corporate Commonwealth entity.

Purpose and Overview

The Risk and Assurance Officer will assist the Manager Risk and Assurance with risk, assurance and insurance activities that ensure overall maturity of systems and alignment to the organisations' strategy and objectives, ensure the development and continuous improvement of relevant frameworks, and enhance the capability of staff by embedding a proactive risk management culture across the Group.

¹ The ILSC Group consists of the ILSC and its wholly owned subsidiaries being Primary Partners Pty Ltd), National Centre of Indigenous Excellence Ltd (NCIE) and Voyages Indigenous Tourism Australia Pty Ltd (Voyages).



Qualifications

- Tertiary qualification in Commerce, Business or Risk Management (preferred)
- RMIA or IIA membership (preferred)
- At least two years experience in risk management, internal audit or combined risk management and internal audit.

Key Responsibilities & Outcomes

- Support the Risk and Assurance team to ensure that risk is managed across the organisation in accordance with ILSC's enterprise risk management framework.
- Support internal stakeholders proactively in risk identification, evaluation, monitoring and escalation.
- Assist the Manager Risk and Assurance in providing risk updates to the executive management and preparing risk reports to the Audit and Risk Committee.
- Develop and deliver appropriate risk training/workshop for ILSC staff or assist staff in accessing the Comcover-provided risk training.
- Assist the Manager Risk and Assurance in identifying fraud risk or identifying red flags indicating fraud and evaluating the effectiveness of controls to prevent or detect fraud.
- Liaise with the outsource internal audit service provider in ensuring that internal audits are completed on time and within the agreed time frame.
- Coordinate with internal stakeholders in responding to internal audit requests, development of internal audit terms of reference, finalisation of internal audit reports and providing update of internal audit actions.
- Timely management of insurance claims and incidents in line with Comcover's guidelines.
- Liaise between Comcover and ILSC internal stakeholders in providing insurance certificates of currency, maintenance of asset schedule with Comcover and ensuring the accuracy of the assets' replacement values.
- Coordinate and contribute to the ILSC Group submission of Comcover's two-stage insurance renewal process.
- Undertake organisational responsibilities for providing a diverse and safe work environment.
- Demonstrate a commitment to high ethical and professional standards and practices in all aspects of work and encourages others to do the same.
- Undertake other duties and responsibilities including committee membership, and where appropriate, contribute to operational and strategic activities and/or the efficient and effective functioning of the ILSC Group.
- Liaise with internal/external stakeholders on a range of issues, including representing the work area.
- Ensure that information given to and on behalf of the work team/organisation is accurate, timely and unambiguous.

Key Selection Criteria

1. Ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures including a knowledge and understanding of issues affecting Indigenous peoples.
2. General knowledge of risk management, assurance and insurance basic principles.
3. Demonstrated experience in managing a corporate insurance program, including claims management.



4. Experience in the development, implementation and continuous improvement of various risk management practices and systems, and involvement with establishing and embedding a proactive risk management culture
5. Knowledge and experience interpreting and applying Commonwealth legislation, Australian Standards and better practice, particularly relating to risk management, audit and assurance
6. Proven ability to organise and prioritise projects and work programs with a demonstrated ability to manage conflicting priorities, meet deadlines and Key Performance Indicators
7. Developed skills in research, analysis and report writing, including the ability to identify trends and emerging risks and issues, making appropriate recommendations and workable solutions
8. Demonstrated ability to work in a team environment with minimal direction, display initiative and solve problems, both individually and as a member of a team
9. Highly developed communication skills to effectively facilitate and negotiate outcomes with a wide range of stakeholders and the ability to guide and inform others in a collaborative manner.
10. Proven 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
11. Demonstrated ability to educate and influence key stakeholders in the principles of risk management with a commitment to ongoing learning and development

Work Health, Safety and Environmental Matters

Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards and injuries in accordance with ILSC policy and procedure and cooperating and complying with reasonable instructions of ILSC line management and WHS Officers.

Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment, and the legislative requirements of Equal Opportunity/Anti-Discrimination and Work Health & Safety.

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

The preferred applicant will be engaged under the provisions of the ILC Enterprise Agreement and will be required to undertake a criminal history check, 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.

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 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: 1	Date Created: 26/4/24	Review Date: 26/4/25
Approved by (delegate):	Signature:	Date:
Endorsed by P&C:	Signature:	Date: