



## Position Profile

<b>Position Title:</b>	Business Development Manager
<b>Classification:</b>	EL1
<b>Division / Section / Unit / Team:</b>	Program Delivery – New Business Team
<b>Location:</b>	Perth
<b>Position Title of Supervisor:</b>	Divisional Manager
<b>Position(s) Supervised:</b>	3 x Project Advisors

## 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.

## Section/Unit Environment

The Program Delivery division oversees the management and implementation of the ILSC core legislative acquisition and management functions that assist Indigenous people to acquire and manage country (land and water) across Australia. It does this to achieve economic, social, cultural or environmental benefits for Aboriginal and Torres Strait Islander people. It does this in accordance with the ILSC's National Indigenous Land and Sea Strategy. To do this it has three operational regions being Central Division (based in Adelaide and responsible for NT, SA, Vic and Tas) Eastern Division (Brisbane responsible for QLD and NSW) and Western Division (based in Perth and responsible for WA).

## Purpose of the Position

Under the direction of the Western Division General Manager, in line with legislative and program objectives and criteria, lead, identify, develop, and implement projects that deliver economic, environmental, social, or cultural benefits to Indigenous Australians and build the Indigenous estate. Specifically, the Business Development Manager will identify and lead a range of activities including:

- Acquisition of land and water related assets for granting to Indigenous organisations to support them achieving their aspirations.
- Development of land and water related management projects to support the aspirations of Indigenous land and sea holders and maximise the productivity of their assets.

## Qualifications

Formal qualifications in an appropriate discipline will be highly regarded.

### **Key Responsibilities/ Accountabilities and Outcomes**

1. Highly-developed conceptual and analytical skills including the ability to provide innovative solutions to complex issues and problems.
2. Demonstrated ability to develop and deliver innovative solutions which meet the goals of stakeholders and ILSC objectives.
3. Prepare high quality/complex submissions, briefings, reports and other correspondence to facilitate information exchange, including the provision of advice.
4. Understands, supports and promotes the vision, values, strategies and ILSC's business objectives and provides direction to others regarding the purpose and importance of their work.
5. Creates a positive working environment that fosters, innovation and collaboration with internal and external stakeholders for the benefit of Indigenous people.
6. Develop, secure investment for, and implement larger scale or larger impact acquisitions, divestments and/or management projects in line with ILSC objectives and divisional operation plan.
7. Provides results within agreed timeframes, quality requirements and prioritise resources to support outcomes to ensure effective delivery of policy, program development and/or initiatives.
8. Review and provide high quality/complex reports including appropriate due diligence to facilitate decision making by the Western Division General Manager and ILSC Executives.
9. Lead and ensure project groups are aware of their responsibilities and obligations under ILSC policies including risk management framework.
10. Actively seeks out learning opportunities to improve existing skills and knowledge of Program Delivery Staff in building business development capability in support of the Divisional General Manager.
11. Establish and maintain strategic relationships with key stakeholder and partner organisations including Indigenous corporations, Government agencies, NGO's and the private sector to partner or leverage investment that align to ILSC objectives to acquire and develop Indigenous land, salt water and fresh water country for the benefit of Indigenous people.
12. Highly-developed workplace communication skills, including written, verbal, and interpersonal; negotiation and facilitation skills; and the ability to develop and maintain effective stakeholder relationships
13. Recognises the different work styles of individuals and takes into account different perspectives to achieve outcomes.
14. Demonstrates a high ethical and professional standards and practices in all aspects of work and encourages others to do the same in line with ILSC Service Charter and its Key Service Standards.
15. Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
16. Operates as an effective representative of the organisation in public and internal forums.
17. Show strong commitment to learning and self-development and accepts challenging new opportunities.
18. Highly-developed leadership and management skills, with the ability to motivate and influence the team in providing sound strategic advice across organisational boundaries.
19. Understands and listens carefully to the audience and tailors communication style and message to ensure clarity.
20. Fosters open and collaborative communications among internal and external stakeholders and project teams.

### **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.**

In the context of acquiring, managing and developing land and sea projects that benefit Indigenous people demonstrated ability and experience in:

1. Communicating effectively with Aboriginal and Torres Strait Islander people to build strategic relationships with partner organisations and stakeholders to advance the objectives of the ILSC and its clients.
2. Collaborate with Indigenous businesses and organisations and other partners to achieve agreed outcomes.
3. Develop and implement strategies using sound project and contract management principles to assist Indigenous organisations achieve their goals.
4. Developing and supporting sustainable businesses in both the Non-Government and commercial sectors that deliver enduring outcomes and benefits.
5. Undertake research and analysis including due diligence to provide advice and make recommendations to decision makers.
6. Capacity to work independently and as a member of a team in a diverse work environment and to effectively manage priorities and tasks to completion.
7. Demonstrated ability to effectively manage and lead multidisciplinary project teams to influence and empower others around them to succeed.
8. Leading, motivating and developing capability in self and supporting the Western Division General Manager in developing other employees.

## **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. 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) 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](http://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.