



Australian Government

Indigenous Land and Sea Corporation



The ILSC GROUP

Position Profile

Position Title:	Senior Carbon Coordinator
Classification:	EL1
Section:	Central Division Office
Location:	Darwin
Position Title of Supervisor:	Program Manager Northern Strategic Projects
Positions Supervised:	Nil

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 freshwater country.

Section/Unit Environment

The Program Delivery Directorate primarily through the Our Country our Future program (OCOF) 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 (based in Brisbane and responsible for QLD and NSW) and Western Division (based in Perth and responsible for WA).

North Strategic Project Unit

The Northern Strategic Projects Unit operates in the Northern Territory supporting the development and delivery of business activity, strategic partnerships and investments to assist Indigenous Organisations to create a profitable and sustainable conservation economy in which Indigenous people are key players.

Purpose of the Position

Under the direction of the Program Manager – Northern Strategic Projects, support the delivery of the Savanna Fire Management (SFM) Program in the Northern Territory.

The SFM Program is part of a voluntary environment and social offset agreement between INPEX Operations Australia and the Northern Territory government as part of the Ichthys LNG Project. Through this arrangement, INPEX is funding an independently established Trust. The Trustee has engaged the ILSC to manage the SFM Program.

Through the SFM Program, the ILSC works in partnership with Indigenous landholders to identify, develop and support the implementation of viable and sustainable fire-carbon enterprises on Indigenous-held land in the NT. Funds are available to support feasibility assessments, business planning, training, fire management operations and the purchase of relevant plant and equipment.

This position works with groups funded by the SFM Program to assist in their delivery of a high-quality fire program that builds capacity and creates benefits for their community and the environment. The position will strategically align groups funded by the Program with emerging opportunities and requirements to engage in the ecosystem services economy.

Qualification

Completion or progress towards an appropriate tertiary qualification will be viewed favorably.

Key Responsibilities/ Accountabilities and Outcomes

Capabilities

Capability 1: Shapes Strategic Thinking

1. Lead the development of the ILSCs carbon strategy, including high-level strategic analysis of the potential for ILSC priorities to be achieved through carbon projects, carbon farming methodology developments and government and industry initiatives.
2. Provide advice and support on carbon project management to the ILSCs Savanna Fire Management Program, ILSC Project Managers, and Indigenous groups generally as required.
3. Assist with the development, implementation and continuous improvement of the ILSCs policies, programs, processes, procedures, tools and client information in an effective and timely manner.
4. Understands, supports and promotes the vision, values, strategies and ILSCs business objectives.

Capability 2: Achieves Results

1. Manage projects, including contract management of external consultants, supervising project teams, and using ILSC internal project management, contracting and finance systems as required.
2. Assist with communications and strategy development, including contributing to the development and implementation of the ILSCs evaluation and benefits frameworks, especially indicators relating to carbon emissions, environmental performance and cultural outcomes.
3. Review project performance and focus on identifying critical success factors. Instigate continuous improvement to ILSC process.
4. Values specialist expertise and capitalises on the expert knowledge and skills of others.
5. Provide results within timeframes, quality requirements and identify key talent to support outcomes.
6. Manage change to ensure effective delivery of policy, program development and/or initiatives.

Capability 3: Engages stakeholders and cultivates productive working relationships

1. Undertake research and information collation, including facilitating consultation with staff and stakeholders, to assist with the development of forms of ILSC assistance, in relation to establishing and operating carbon projects to maximise Indigenous benefits.
2. Provide policy advice to ILSC staff, the Board and Executive on carbon-related developments and opportunities, based on up-to-date knowledge of national and international carbon policy, market and methodology developments. Including through engaging with internal and external stakeholders, the research community, Australian, State and Territory Government, and relevant legislation development processes.
3. Operate as an effective representative of the organisation in public and internal forums.
4. Recognises the different work styles of individuals and takes into account different perspectives to achieve team outcomes.

Capability 4: Exemplifies personal drive and integrity

1. Work as an effective team member of the Northern Strategic Projects team and the wider ILSC, through fostering a cooperative, professional and positive work atmosphere, including participation in the Performance Evaluation Management Program (PEMP).
2. Undertake key responsibilities for providing a safe and healthy work environment and ensure employees are aware of their WHS responsibilities and obligations. Ensure compliance with WHS Policy.

3. Actively seek out learning opportunities to improve existing skills and knowledge and supports staff with their learning requirements.
4. Manage, monitor, and report on all relevant fraud prevention initiatives within the team, ensuring employees are aware of their responsibilities and obligations to prevent fraud and to report possible breaches.
5. Act professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
6. Set a high ethical and professional standards and practices in all aspects of work, leadership and encourage others to do the same.
7. Undertake other duties and responsibilities as directed.

Capability 5: Communicates with influence

1. Select the most appropriate medium for conveying information and structure written and oral communication to ensure clarity.
2. Approach negotiations with a strong grasp of the key issues, having prepared in advance.
3. Facilitate and encourage communication and feedback across organisational boundaries.
4. Seek to understand the audience and tailor communication style and message accordingly.
5. Foster open and collaborative communication among team members.
6. Listen carefully to others and check to ensure that their views have been understood.

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 ILSCs 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 ILSCs 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 following key work-related qualities. All criteria are rated equal.

1. Ability to communicate effectively and build productive relationships with Aboriginal and Torres Strait Islander peoples and a good knowledge and understanding of their cultures.

Technical

2. Demonstrated knowledge or demonstrated ability to quickly obtain knowledge of the Australian Government's Emissions Reduction Fund including methodologies related to Savanna Burning.
3. Demonstrated experience in and/or knowledge of savanna fire management (SFM) projects in Northern Australia and the ability to identify and work to remove barriers to Indigenous participation in these projects.
4. Well-developed skills in management of technical aspects of SFM or similar projects such as record keeping, compilation of technical reports and data.
5. Demonstrated experience in initiating, planning and managing projects using sound project management techniques, including managing conflicting priorities, associated budgets, meeting deadlines, and using project management systems.

Relationship

6. Demonstrated high-level oral communication skills, including the ability to communicate and negotiate effectively with a wide range of stakeholders, internal and external to the ILSC.
7. Experience consulting with Indigenous landowners on carbon and or other land management programs.
8. Well-developed written communication skills, including the ability to draft high-quality written correspondence, submissions, and reports, and to convey ideas clearly and concisely to a wide range of people both internal and external to the ILSC.

Leadership

9. Demonstrated initiative and ability to solve problems, both independently and as a member of a team in a diverse work environment.

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 ILSC will be subject to a probationary period of not less than six months, unless otherwise determined.

Possession of a drivers licence is essential. Any disqualification of your driver's license may result in termination of employment.

Officers may be required to undertake extended hours of work under the provisions of the TOIL scheme.

There will be a requirement for regular intrastate and interstate travel and stay for periods in remote locations, requiring overnight absences. Travel to remote locations may require the need to drive 4WD vehicles (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.