



Australian Government
Indigenous Land Corporation

**National Indigenous Pastoral Enterprises Pty
Limited**
Wholly Owned Subsidiary of:
Indigenous Land Corporation

ACN: 108 266 548

Executive Officer

- **Exciting opportunity based in Brisbane**
- **Part Time – 4 days per week on a 3 year Employment Offer**
- **Competitive salary negotiable based on experience**

The Indigenous Land Corporation (ILC) is a corporate Commonwealth entity that assists Indigenous people to achieve economic, environmental, social and cultural benefits through the acquisition and management of land. It was established in 1995 under the *Aboriginal and Torres Strait Islander Act 2005 (Cth)*.

National Indigenous Pastoral Enterprises Pty Ltd (NIPE) is a wholly-owned subsidiary company of the ILC. NIPE was established to help the ILC achieve its objectives and legislative mandate, particularly by delivering Indigenous benefits in the agribusiness sector. NIPE develops, operates and invests in commercial land-based agribusinesses in partnership with Indigenous people to drive the achievement of benefits for Indigenous people. In particular, NIPE is currently involved in cattle, sheep and carbon farming. NIPE aspires to be a market leader in the sustainable and ethical production of food, fuel, fibre and carbon.

Reporting directly to the Executive Manager – Strategy and Communication, the successful applicant will:

- Provide high level support to the NIPE CEO, Board of Directors and management team to ensure NIPE meets its corporate governance obligations and delivers on its business objectives
- Plan, analyse and prepare corporate advice, including reports, high-level discussion papers, briefs, presentations and correspondence
- Contribute to corporate and strategic initiatives to help NIPE deliver on its Agribusiness Strategy 2017-2019 and Business Plan 2017-2019
- Support the review and improvement of NIPE's business systems and processes to help streamline the company's capability, technology and approach to business administration

We are looking for a highly skilled, experienced and self-motivated person to fill a key role in NIPE. To be successful, you will have worked in a similar role providing high-level executive, business management and/or corporate governance support. You will also have well developed analytical skills, organisational skills and sound judgement. Outstanding written and oral communication skills, the ability to draft high-quality written reports and other materials in short timeframes is essential. Demonstrated ability to communicate and work effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.

A formal qualification in an appropriate discipline is highly desired.

This position is based in Brisbane and the commencing salary will be negotiable depending on your skills and experience. You will be employed for a three year fixed term period under the provisions of a NIPE common law employment agreement.

*For further information, please contact **Emma Pethybridge, Executive Manager, Strategy and Communication on 07 3854 4600 or Freecall 1800 818 490.** (Position documentation, the Recruitment Privacy Statement and more information on the ILC/NIPE are available on our website at www.ilc.gov.au)*

You must be an Australian resident and your application must demonstrate that you have knowledge of the role and functions of NIPE and the ILC.

To apply visit www.ilc.gov.au/jobs

Applications are to include a covering letter and a detailed current CV and should be in "MS word" or PDF format. A separate document addressing how you meet the selection criteria is **NOT REQUIRED**. Further information may be requested if you are selected for interview.

Applications close 5:00pm Tuesday 28 March 2017.

Aboriginal and Torres Strait Islander people are encouraged to apply