



Australian Government

Indigenous Land and Sea Corporation



The ILSC GROUP

POLICY ADVISOR – PROCESS AND SYSTEMS SUPPORT

2 year Fixed Term opportunity based in Adelaide

Diverse, exciting and rewarding projects

Salary \$79,000 to \$86,000 (plus 15.4% Super)

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.

The ILSC is seeking a motivated self-starter to provide project management support to employees and management and support their use of Program Delivery information systems. The position also assists with general program administration, including small event planning, project management and evaluation and data quality assurance for internal and external reporting.

Reporting to the Manager, Policy and Program Development you will:

- be responsible for supporting the development and consistent application of project practices and support the effective use of the information systems by providing training, ad hoc support and maintaining practice guides
- have a strong understanding of contemporary program delivery practices and enterprise systems, data management and data analysis principles
- have a keen sense of logic to work closely with subject matter experts to troubleshoot and help resolve program delivery and information systems issues
- support employee capacity to comply with system and program processes, including troubleshooting, referral of issues across work sections; and the delivery of regular employee training

The preferred applicant will be engaged on a 2 year Fixed Term Employment Offer under the provisions of the ILC Enterprise Agreement.

*For further information, please contact **Rebecca Hayden, Manager, Policy and Program Development (08) 8100 7100 or Freecall 1800 818 490.** (Position documentation, the Recruitment Privacy Statement and more information about the ILSC are available on our website at www.ilsc.gov.au)*

You must be an Australian resident and a current driver's licence is essential.

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

Applications are to include a covering letter and current CV in "MS Word" or PDF. Further information may be requested if you are selected for interview.

Applications close Sunday 24 March 2019.

At the ILSC we're committed to building a diverse and inclusive workplace to ensure our workforce is representative of the communities that we support.

WEB - LINK