

Position Description

Gellung Warl Advisor & EA

This is an Aboriginal and/or Torres Strait Islander Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010 (Vic). Only Aboriginal and/or Torres Strait Islander people are eligible to apply.

Location:	Regional Victoria / hybrid arrangements as required
Reports to:	Regional Manager
Team:	Community Engagement – Regional Teams
Classification:	Level 5
Salary Range:	From \$113,022 + superannuation
Employment Type:	Full-time
Employment Status:	Ongoing

About Gellung Warl

Gellung Warl - meaning 'tip of the spear' in Gunaikurnai language - is a First Peoples' representative and deliberative body, underpinned by Aboriginal Lore, Law and Cultural Authority.

Gellung Warl is established as a statutory corporation under the Treaty Act. It is made up of three arms that work together:

- the First Peoples' Assembly, the political decision-making arm
- Nginma Ngainga Wara, an independent government oversight and accountability arm and
- Nyerna Yoorrook Telkuna, an independent mechanism for ongoing truth-telling.

Gellung Warl is guided by the Ngarrakeetoong Martongakeeyt (Community Vision) and is answerable to Community through the Larbargirrar Gnuurtak Tulkuuk (Community Governance and Answerability Framework), which sets out how Gellung Warl engages with and is answerable to First Peoples in Victoria.

Gellung Warl's underlying purpose is to promote collective self-government, self-determination and empowerment of Traditional Owners and Aboriginal Victorians, including by:

- by representing First Peoples in Victoria and exercising decision making powers in relation to First Peoples in Victoria
- representing First Peoples in Statewide Treaty negotiations with the State, including undertaking ongoing Statewide Treaty negotiations, and supporting Traditional Owner treaty-making
- providing for ongoing truth-telling and healing
- advising the Parliament and the State government in relation to matters that affect First Peoples and holding the State government to account in relation to its commitments to, and the impact of its actions on, First Peoples.

Organisational & Legislative Context

Gellung Warl has been created through the Statewide Treaty between First Peoples in Victoria and the State of Victoria. It operates in a legal landscape where two systems of law exist side by side - Aboriginal Lore and Law, and the laws of the State. As a First Peoples representative body answerable to community Gellung Warl draws on Aboriginal Lore, Law and Cultural Authority for collective decision-making in a self-determined way. It must also comply with the Victorian and Commonwealth laws. The Statewide Treaty Act 2025 (Vic) establishing Gellung Warl as a statutory corporation sets out the powers and functions of Gellung Warl's three arms.

This position supports the operation of the First Peoples' Assembly. The position contributes to the delivery of Gellung Warl's functions, supporting Assembly Members to take up their roles.

The role must comply with Gellung Warl's internal rules and policies, cultural safety standards, and relevant Victorian legislation, including privacy, records management, occupational health and safety, equal opportunity, human rights, and child safety laws.

In performing its duties, the role is expected to engage respectfully and collaboratively with First Peoples, recognising the cultural authority of Traditional Owners. The role will help promote collective self-government, self-determination, and empowerment of Traditional Owners and Aboriginal Victorians and contribute to improved outcomes for Community.

Role Purpose

This is a strategic advisory role providing support to First Peoples' Assembly members within one of Gellung Warl's five operational regions.

The purpose of this role is to provide political and strategic advice and support to First Peoples' Assembly Members. The role assists Assembly Members to be well prepared, well connected and well supported in the performance of their responsibilities.

The role is located within the Community Engagement Team and reports to the Regional Manager responsible for local operations on a day-to-day basis. The role is also part of and has a matrix reporting line to the Head of Public & Political Relations & Negotiations in relation to the delivery of their advisory function.

This role requires the ability to navigate a complex and politically sensitive environment, ensuring advice, coordination and member support uphold Gellung Warl's cultural authority, priorities and values while maintaining constructive relationships with Members, Traditional Owners, communities, government stakeholders and internal teams.

As part of the regional team, the Gellung Warl Advisor & EA provides advice and coordination support on regional stakeholder, government and political matters, while also delivering high-quality executive and administrative support to elected Members. The role works closely with the Regional Manager and other regional team members and peers in other regions, as well as central specialist functions, to provide Assembly Members in their region with strategic and political briefings, and support stakeholder engagement, and communications. The role also provides scheduling and administrative support to those Members.

Key Accountabilities

Core:

- Engage respectfully with Traditional Owners and respect cultural authority in all interactions.
- Provide high-quality coordination and advisory support to First Peoples' Assembly Members to assist them in undertaking their representative, portfolio and community responsibilities effectively.
- Act as a key point of contact between Assembly Members, regional staff and central teams to support effective communication, service delivery and follow-through on priorities, issues and actions.
- Work collaboratively across Gellung Warl to support the matrix reporting model, ensuring regional Member support work is connected to central specialist functions and wider organisational priorities.
- Ensure decisions and actions align with Gellung Warl's governance framework, operational requirements and statutory obligations.

Specific:

- Provide practical advice and support on regional stakeholder, government and political matters affecting First Peoples' Assembly Members, communities and Gellung Warl priorities.
- Prepare and coordinate high-quality briefs, background notes, correspondence, agendas, meeting papers and talking points to support Assembly Members in meetings, events, forums and stakeholder engagements.
- Manage scheduling, diaries, travel, logistics and administrative arrangements for Members and related regional activities, ensuring preparedness and smooth delivery of commitments.
- Establish and maintain trusted relationships with Assembly Members and provide responsive support, advice and coordination to assist them in fulfilling their representative and portfolio responsibilities.
- Support regional meetings, forums and engagement activities by coordinating requirements, preparing materials, following up actions and maintaining accurate records.
- Anticipate the needs of Assembly Members and implement practical systems, processes and workflows that improve responsiveness, consistency and service quality.
- Support local reporting loops by gathering, organising and sharing information arising from Assembly Member activity, stakeholder engagement and community issues to inform regional planning and organisational decision-making.
- Coordinate communications and liaison between Assembly Members, the Regional Manager, central specialist teams and external stakeholders to ensure issues are escalated, addressed and tracked appropriately.
- Contribute to induction and onboarding processes for Assembly Members and representative structures as required.
- Identify emerging issues, risks and opportunities relating to Assembly Member support, stakeholder management and regional government and political matters, and escalate them in a timely and practical way.
- Undertake other duties consistent with the role's classification and purpose as directed.

Key Selection Criteria

Skills, Competencies & Knowledge

- Demonstrated ability to provide strategic and political advice and executive support in a complex, community-facing and politically sensitive environment.
- Demonstrated commitment to Aboriginal self-determination and experience working in partnership with First Peoples and/or Aboriginal communities and organisations, preferably in Victoria.
- Strong stakeholder engagement skills and a proven capacity to build and maintain trusted working relationships with Assembly Members, communities, government stakeholders and internal teams.
- Strong written and verbal communication skills, including the ability to prepare high-quality briefs, correspondence, meeting materials and advice for varied audiences.

- Strong organisational and coordination skills, with the ability to manage competing priorities, scheduling, logistics and follow-up actions to time and quality expectations.
- Demonstrated ability to navigate complex relationships, community politics and competing priorities with sound judgement and professionalism.
- Ability to work effectively across multiple teams and within a matrix reporting model.
- Sound digital literacy, including competence in Microsoft Office Suite and the ability to manage calendars, records, briefings and coordination systems effectively.
- Sound knowledge of governance, confidentiality, records management and administrative processes relevant to member support and stakeholder coordination.
- Knowledge of obligations under the Freedom of Information Act 1982 (Vic) and related privacy legislation.

Experience & Qualifications

- Demonstrated experience providing strategic and political advice and executive support in a complex, values-led, for-purpose, public sector, statutory, representative or reform environment.
- Experience supporting elected representatives, senior leaders, boards, committees or community representatives is highly desirable.
- Experience in stakeholder engagement, government relations, political liaison, executive support or related coordination roles is highly desirable.
- Demonstrated skill and capacity to work effectively and with integrity in the context of a Victorian First Peoples' representative body or similar environment.
- Relevant tertiary qualification or equivalent experience is desirable.
- As part of our commitment to child safety and in line with the Working with Children Act 2005 (Vic), all roles within Gellung Warl require a valid Working with Children Check (WWCC).
- Current full Victorian Driver Licence.
- Ability to travel and stay overnight across Victoria as required.

Personal Attributes

- Demonstrates sound judgement, maturity and professionalism in complex and sensitive environments.
- Shows empathy and respect in working with colleagues, Traditional Owners, First Peoples, Members and stakeholders.
- Leads with integrity, calmness and accountability, and can maintain focus on operational and organisational outcomes.
- Is committed to cultural safety, self-determination and the broader reform objectives of Treaty in Victoria.
- Values collaboration, listens well, and contributes positively to team and organisational culture.

Behavioural Responsibilities

- **Ethical Values & Compliance with Policies:** Upholds the standards of Respect, Accountability, Honesty, Equality, Legal Compliance, and Conflict of Interest, as found in Gellung Warl's Standards of Conduct Policy, and adheres to all other Gellung Warl policies.
- **Team Focus:** Recognises and respects the strengths of others within the team, listens and responds to feedback from managers and colleagues, and understands personal impact upon team goals.
- **Personal & Professional Development:** Actively seeks opportunities for personal and professional growth through ongoing learning and development.
- **Leads with Conviction:** Considers Gellung Warl's values when making decisions within the scope of the role, and presents a mature, balanced and constructive approach in supporting Assembly Members, regional priorities and organisational outcomes.

Other Relevant Information

Gellung Warl employees need to disclose any pre-existing illness or injury that they know about which could be reasonably foreseen to be affected by the described work duties. Pursuant to section 41 of the *Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)*, failure to disclose such a condition will mean that if employed, you will not be paid compensation for that condition.

Gellung Warl requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the *Privacy and Data Protection Act 2014 (Vic)*.

Gellung Warl is committed to creating a workplace of inclusion and diversity. When it comes to our people, we:

- are committed to advancing First Peoples' employment by fostering a culturally safe workplace and supporting the recruitment, retention, and development of First Peoples.
- focus on ability, not disability, and will make reasonable adjustments wherever requested.
- welcome individuals who weren't born in Australia, speak English as a second language, and practice different faiths. We also respect and welcome people who express their gender, sex, and sexuality in different ways
- consider that people with more life experience have a lot of wisdom to offer.

Gellung Warl employees must uphold Gellung Warl's commitment to inclusion and diversity by role modelling inclusive and respectful behaviours, in line with Gellung Warl's values, capabilities and policies.

Gellung Warl is a Child Safe organisation committed to the health, wellbeing and safety of children and young people. This commitment is taken seriously, and all employees are expected to maintain a valid Working with Children Check, and be cognisant of, and act consistently with, Gellung Warl's expectations about child safe principles and behaviours.

Gellung Warl requires all successful applicants to undertake a National Police Check. Employment will be conditional upon a satisfactory outcome.

As per the *Occupational Health and Safety Act 2004 (Vic)*, Gellung Warl employees must take reasonable care for the health and safety of themselves and others and not put others at risk by any act or omission. Employees must cooperate with Gellung Warl about any action taken to meet OHS obligations, this includes following safe work practices and reporting incidents and hazards. Employees must not intentionally or recklessly interfere with or misuse anything at the workplace to support health, safety, and welfare.