

Position Description

Gellung Warl Regional Manager

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
Reports to:	Head of Community Engagement
Team:	Community Engagement Team – Regional Teams
Classification:	Level 6
Salary Range:	From \$138,631 + 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 and building strong, culturally grounded and safe operational systems, teams and practices to support community engagement.

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

The purpose of this role is to lead and coordinate regional operations in support of Gellung Warl's functions, organisational priorities and community engagement objectives.

The Regional Manager leads a multi-disciplinary regional team and oversees day-to-day operations across one of Gellung Warl's five operational regions.

Their regional team supports the delivery of Gellung Warl functions at a local level through community and stakeholder engagement, research and policy support, and communications, and by providing administrative and advisory support to First Peoples' Assembly Members. The Regional manager and functions within the team will be required to engage with peers in other Gellung Warl regions. Research, advisory and business services roles will also be required to engage with central functions and will operate under a matrix reporting structure.

The role is located within the Community Engagement function under the Head of Community Engagement. It will be the local leadership point within a matrix model.

The role requires the ability to navigate a complex and community-facing environment, ensuring that local operations, staff leadership and regional engagement activities uphold Gellung Warl's priorities, respect cultural authority and values while maintaining constructive relationships with Traditional Owners, First Peoples and stakeholders.

The role works closely with the Head of Community Engagement and with central specialist functions to ensure local community engagement, communications, policy support, stakeholder engagement and operational coordination are delivered consistently and effectively. The role also supports First Peoples' Assembly Members, Elders' Voice and Youth Voice representatives, and ensures that regional activity aligns with Gellung Warl priorities.

Key Accountabilities

Core:

- Engage respectfully with Traditional Owners and respect cultural authority in all interactions.
- Lead and oversee regional operations to ensure local activity is planned, coordinated and delivered in alignment with Gellung Warl priorities and the objectives of the Community Engagement function.
- Lead and manage staff within the region, including work allocation, supervision, coaching, performance management, team development and support for a productive and culturally safe work environment.
- Work collaboratively across Gellung Warl to support the matrix reporting model, ensuring the regional team is effectively connected to central specialist functions and cross-regional practice.
- Ensure decisions and actions align with Gellung Warl's governance framework, operational requirements and statutory obligations.

Specific:

- Develop and implement regional engagement approaches that support Treaty objectives, community participation, local relationship-building and Gellung Warl's broader strategic priorities.
- Build and maintain strong, respectful and productive relationships with First Peoples' Assembly Members, Traditional Owners, Aboriginal communities, Elders' Voice and Youth Voice representatives, community organisations and other key stakeholders within the region.
- Oversee and support regional staff, including Gellung Warl Advisors & EAs, Community Engagement & Communications Officers, Community Project Officers, Community Researchers & Policy Partners, and Regional Office Coordinators, to ensure effective local service delivery and coordination.
- Oversee local activities, events, forums, outreach work and engagement processes across the region, ensuring activities are well managed, responsive to community needs and aligned with Gellung Warl priorities.
- Support accurate local reporting loops through the gathering, sharing and responding to community feedback, local insights and operational information to inform regional delivery and broader organisational planning.
- Provide local leadership in operational matters, including workforce coordination, leave approvals, resource planning, event oversight, communications flow and liaison across teams.
- Support recruitment, onboarding, induction and succession planning within the regional team, including identifying and developing talent and supporting continuity in key functions.
- Identify local risks, emerging issues and opportunities, and escalate or address them in a timely and practical way in consultation with the Head of Community Engagement. This reflects the regional Manager's role as the local leadership point within a matrix model.
- Contribute to cross-regional consistency, continuous improvement and collaboration by working with other Regional Managers and central leaders to strengthen practice across Gellung Warl.
- Undertake other duties consistent with the role's classification and purpose as directed.

Key Selection Criteria

Skills, Competencies & Knowledge

- Demonstrated ability to lead regional or place-based operations in a complex, community-facing and culturally responsive environment.
- Demonstrated commitment to Aboriginal self-determination and experience working with First Peoples and/or Aboriginal communities and organisations, preferably in Victoria and with community knowledge of the region being managed.
- Strong stakeholder engagement skills and a proven capacity to build and maintain trusted working relationships across communities, representative structures and partner organisations.
- Demonstrated ability to lead staff, manage performance and foster a high-performing, collaborative and culturally safe team environment.
- Strong organisational and operational coordination skills, with the ability to manage multiple priorities and deliver local activity to time and quality expectations.

- Demonstrated ability to work effectively across multiple teams and within a matrix reporting model.
- Strong written and verbal communication skills, including the ability to communicate clearly with community, staff and stakeholders and support effective reporting loops.
- Demonstrated capacity to use data, reporting tools and digital systems to support planning, coordination and community engagement activity.
- Sound digital literacy, including competence in Microsoft Office Suite and the practical use of CRM or similar systems.
- Demonstrated ability in navigating the local political environment.
- Knowledge of the Victorian Aboriginal community context and the ability to work effectively and with integrity in the context of a Victorian First Peoples' representative body or similar reform environment.

Experience & Qualifications

- Demonstrated experience overseeing multi-disciplinary or geographically dispersed teams to ensure delivery of local operations, engagement activities and strategic objectives.
- Experience managing a team of staff, including supervision, development, succession planning and performance management.
- Experience in stakeholder engagement, community organising, event coordination, local operations or related community-facing work.
- Experience in project management preferred.
- 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 community-facing and operational environments.
- Shows empathy and respect in working with colleagues, Traditional Owners, First Peoples and stakeholders.
- Leads with integrity, accountability and calmness, and is able to maintain focus on local 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 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 organisational decisions, and presents a mature, balanced and united leadership approach.
- **Employee Performance Management:** Conducts regular performance reviews, acknowledges and rewards high-performing staff, implements development plans for employee growth, and manages disciplinary matters in compliance with organisational and legal standards.

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.