

Position Description

Procurement Officer

Location:	Collingwood, Victoria / hybrid arrangements
Reports to:	Chief Financial Officer
Team:	Shared Services – Finance & Procurement
Classification:	Level 5
Salary Range:	From \$113,022
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:

- 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 is part of Gellung Warl's Shared Services, and supports the operation of all arms of Gellung Warl. 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

The purpose of this role is to support Gellung Warl's purchasing and supplier management activities to ensure procurement processes are conducted efficiently, transparently, and in line with organisational policies and regulatory requirements. This is a newly established position responsible for working collaboratively with the Shared Services team to design, implement, and embed Gellung Warl's procurement function.

The role provides practical coordination, advice and administrative support across sourcing, purchasing, supplier engagement, contract administration, procurement documentation and continuous improvement of procurement practices.

This role requires the ability to navigate a complex and accountability-focused environment, ensuring procurement activities uphold Gellung Warl's legislative obligations, internal controls, cultural authority and organisational values while supporting efficient and transparent business operations.

As part of the Finance & Procurement function, the Procurement Officer supports the delivery of procurement processes across Gellung Warl, including purchasing activities, supplier engagement, contract management, documentation, recordkeeping, reporting and compliance support. The role works closely with the Chief Financial Officer, risk, internal audit and other internal stakeholders to ensure procurement activity is planned and managed effectively, suppliers are engaged appropriately, and purchasing decisions are supported by sound process, value for money and organisational requirements.

Key Accountabilities

Core:

- Ensure decisions and actions align with Gellung Warl's governance framework, operational requirements and statutory obligations.
- Engage respectfully with Traditional Owners and uphold cultural authority in all interactions.
- Support the delivery of Gellung Warl's procurement processes and practices to promote transparency, compliance, value for money and efficient service delivery.
- Provide practical advice and coordination support on purchasing, supplier engagement, contract administration and procurement-related compliance matters across the organisation.
- Work collaboratively across Gellung Warl to support consistent application of procurement policies, procedures and controls.

Specific:

- Support end-to-end procurement activities, including sourcing goods and services, obtaining quotations, coordinating approvals, preparing documentation and tracking progress through to purchase and delivery.
- Negotiating procurement terms with existing and new suppliers, including exploring cost-saving measures where appropriate.
- Assist with identifying and evaluating suppliers, considering factors such as cost, reliability, quality, service standards, risk and alignment with organisational requirements.
- Build and maintain effective working relationships with suppliers and internal stakeholders to support responsive, professional and well-managed procurement activity.
- Support the preparation, review and administration of procurement documentation, contracts, purchase records, registers and related correspondence to ensure accuracy, completeness and compliance.
- Monitor procurement activities, contract milestones and supplier performance information, and support timely follow-up actions where issues, delays or risks arise.
- Assist with maintaining procurement policies, procedures, templates, guidance material and records to support consistent and compliant organisational practice.
- Contribute to procurement planning, budget tracking, resource coordination and reporting activities, including preparation of summaries, dashboards, reports and briefing materials for internal stakeholders.
- Support process improvement and continuous improvement activities by identifying opportunities to strengthen procurement workflows, controls, systems and supplier management practices.
- Maintain accurate procurement records, databases and reporting systems to support accountability, audit readiness and sound financial and operational administration.
- Support procurement-related compliance activities, reviews and audits, and assist in implementing improvement actions arising from those processes.
- Provide administrative and coordination support for procurement-related projects and initiatives 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 support procurement, purchasing, contract administration or supplier management activities in a complex and changing environment.
- Demonstrated commitment to Aboriginal self-determination and the ability to work effectively and with integrity in the context of a Victorian First Peoples' representative body or similar environment.

- Sound understanding of procurement processes, purchasing practices, supplier engagement, contract administration and related compliance requirements.
- Strong organisational and coordination skills, with the ability to manage multiple priorities, maintain accurate records and support timely follow-up of actions.
- Strong written and verbal communication skills, including the ability to prepare correspondence, reports, procurement documentation and guidance materials for varied audiences.
- Demonstrated ability to work both independently and collaboratively as a productive team member in a fast-moving environment.
- Attention to detail combined with analytical skills to support supplier assessment, documentation review, reporting and procurement decision-making.
- Ability to build and maintain effective working relationships with internal stakeholders and suppliers to support procurement outcomes.
- Sound digital literacy, including competence in Microsoft Office Suite and the ability to work with registers, reports, procurement documentation and administrative systems.
- Knowledge of relevant organisational, legislative and policy obligations relating to procurement, records management, privacy and financial accountability is desirable.

Experience & Qualifications

- Experience in a complex, values-led, for-purpose, public sector, statutory, representative or reform environment is desirable.
- Extensive experience supporting procurement, purchasing, supplier management, contract administration, business services or related operational activities is desirable.
- Significant experience working with multiple internal stakeholders and external suppliers in a coordinated service environment is desirable.
- Relevant tertiary qualification in business, commerce, procurement, contract management, public administration or a related field is desirable, or an equivalent combination of qualifications and experience.
- 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).

Personal Attributes

- Demonstrates sound judgement, maturity and professionalism in operational and compliance-focused 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 organisational and operational 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.