

Position Description

Public Records Manager

Location:	Collingwood, Victoria / hybrid arrangements
Reports to:	Head of Assembly Business
Team:	Assembly Business Team
Classification:	Level 6
Salary Range:	From \$138,631
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

The purpose of this role is to lead and manage Gellung Warl's records and information management systems to ensure compliance with legislative requirements, proper recordkeeping practices, and secure access to organisational information. The role supports Gellung Warl's statutory functions, governance obligations and operational priorities by ensuring records and information management practices are robust, practical, culturally informed and fit for purpose.

This role requires the ability to navigate a complex governance and compliance environment, ensuring records and information management systems, practices and advice uphold Gellung Warl's legislative obligations, cultural authority, internal rules and organisational values while maintaining constructive relationships with staff, Members and external stakeholders.

As part of the Assembly Business function, the Public Records Manager leads the development, implementation and continuous improvement of Gellung Warl's records and information management framework. The role provides expert advice and operational leadership across records governance, information access, SharePoint and MS365 recordkeeping practices, policy development, staff capability, and compliance activities. The role works closely with governance, business and technical stakeholders to ensure that organisational information is managed securely, accessibly and in accordance with legal and operational 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.
- Lead and manage Gellung Warl's records and information management systems, frameworks and practices to ensure legislative compliance, secure access and strong organisational recordkeeping.
- Provide authoritative advice on records and information management requirements, including public records obligations, disposal and retention, information governance, privacy, freedom of information and related compliance matters.
- Lead the development, implementation and review of records-related policies, procedures, standards, guidelines and controls to support consistent and compliant organisational practice.
- Work collaboratively across Gellung Warl to ensure records and information management is embedded in operational, governance, technical and transition activities.

Specific:

- Lead the ongoing development and maturity of Gellung Warl's records management program, ensuring it protects organisational memory, accountability and access to information.
- Oversee the management and continuous improvement of SharePoint, MS365 and related recordkeeping environments to ensure they support business needs and comply with legislative, organisational and operational requirements.
- Provide practical advice, guidance and training to staff and Members to build capability in records and information management and support confidence in meeting obligations.
- Manage and monitor records-related compliance activities, including audits, reviews, reporting requirements and continuous improvement actions.
- Support and coordinate records-related aspects of Freedom of Information, Privacy and Information Security processes and administration.
- Provide records and information management input into organisational and technical projects, system design, process improvement and implementation activities to ensure recordkeeping obligations are considered early and embedded appropriately.
- Build and maintain productive relationships with internal stakeholders, Members and external bodies, including Public Record Office Victoria and the Office of the Victorian Information Commissioner.
- Identify risks, emerging issues and opportunities relating to records and information governance, and develop practical responses to strengthen compliance, access and control.
- Support the development and implementation of internal rules, business processes and governance settings relevant to records and information management.
- Lead, coach and support staff within the function, including work allocation, supervision, capability development and performance management, where applicable.
- Contribute to broader governance and Assembly Business priorities by working collaboratively across the team to support consistent, high-quality administrative and governance practice.

Key Selection Criteria

Skills, Competencies & Knowledge

- Demonstrated ability to lead an information and records management function or program in a complex, compliance-driven environment, preferably within a Victorian Government, statutory or public sector context.

- Strong knowledge of public records and information management obligations, including relevant legislation, standards, principles, frameworks, retention and disposal, classification and security requirements.
- Awareness of Indigenous Data Governance and Indigenous Cultural and Intellectual Property principles and their practical application in records and information management settings.
- Demonstrated ability to develop, implement and administer operational processes, procedures, controls and enablement to support records and information management outcomes.
- Strong organisational and project management skills, with the ability to manage multiple priorities, work to timelines and deliver practical outcomes.
- Strong written and verbal communication skills, including the ability to influence, collaborate, educate and provide practical advice with sensitivity and professionalism.
- Proven ability to engage effectively with stakeholders at all levels and build trusted working relationships across business, governance and technical environments.
- Sound digital literacy, including demonstrated capability in records and information management in an MS365 / SharePoint environment.
- Strong judgement and attention to detail, with the ability to balance compliance, access, operational practicality and cultural considerations.
- Knowledge of obligations under the Freedom of Information Act 1982 (Vic), privacy legislation and related information governance requirements.

Experience & Qualifications

- Demonstrated experience in the use, implementation and administration of records and information management systems and practices in an MS365 / SharePoint environment, preferably for a Victorian Government body, statutory authority or similar organisation.
- Experience leading or managing records, information governance, compliance, knowledge management or related administrative functions.
- Demonstrated knowledge of Aboriginal communities and organisations within Victoria, and the ability to work effectively and with integrity in the context of a Victorian First Peoples' representative body or similar environment.
- Relevant tertiary qualification is highly 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 complex governance and compliance environments.
- Shows empathy and respect in working with colleagues, Traditional Owners, First Peoples, Members and stakeholders.
- Leads with integrity, accountability and calmness, and can 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.
- **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 governance, compliance and organisational outcomes.
- **Personal & Professional Development:** Actively seeks opportunities for personal and professional growth through ongoing learning and development.
- **Employee Performance Management:** Supports a high-performing and culturally safe work environment through effective supervision, coaching, development and performance management of staff, where applicable.

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.