

Position Description

Risk and Assurance Advisor

Location:	Collingwood, Victoria / hybrid arrangements
Reports to:	Quality and Risk Specialist
Team:	General Counsel Function
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 **Statewide Treaty Act** 2025. 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 Gellung Warl. The position contributes to the delivery of Gellung Warl's functions, and supports 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

Sitting in the Legal and Risk Team and reporting to the Quality and Risk Specialist, the Risk and Assurance Advisor plays a key role in safeguarding Gellung Warl operations by driving the enterprise risk framework and internal audit functions. The Advisor will assist to provide advice to members and staff across all levels, providing expert guidance on risk and compliance obligations and helping teams proactively identify and mitigate strategic and operational risks.

Beyond advisory, you will undertake a key role in developing and administering the Internal Audit Program, supporting management of relationships with external contractors (where required) to develop audit scopes and ensuring all resulting recommendations are tracked to completion. This role is also essential to the governance of the organization, as you will oversee the risk contribution to the Audit, Risk and Remuneration Committee, handling everything from high-level report writing to the coordination of the annual work plan.

Additionally, the Risk and Assurance Advisor will support implementation of Crisis Management and Business Continuity Plans, Quality Assurance and continuous improvement of Gellung Warl policy and practice.

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 operation of Gellung Warl's risk management assurance systems, processes and practices to promote compliance, continuous improvement and informed decision-making.
- Provide practical advice and coordination support on risk, incident management, quality assurance and related compliance matters across the organisation.
- Work collaboratively across Gellung Warl to support consistent application of risk, quality and policy requirements.

Specific:

- Support the implementation and ongoing maintenance of Gellung Warl's risk management framework, incident reporting processes and related quality systems.
- Assist with identifying, monitoring and reporting organisational risks, control effectiveness and emerging issues, and support timely follow-up actions.
- Oversee implementation of the internal audit program, the conduct of audits and associated reporting
- Support the provision of audit planning and audit reporting information to the Audit, Risk and Remunerations Committee (ARRC)
- Assist with the administration of Gellung Warl's organisational policy framework, including policy registers, review cycles, document control and communication of updates.
- Contribute to internal audit, review and assurance activities by gathering information, tracking actions, preparing draft materials and supporting implementation of improvement measures.
- Prepare regular reports, summaries and briefing materials on risk, incidents, compliance and quality activities for internal stakeholders, including leadership and governance forums, as required.
- Provide guidance and support to staff to build awareness of risk management, incident reporting, policy compliance, business continuity and continuous improvement processes.
- Monitor compliance with relevant organisational policies, procedures and standards, and escalate issues or trends where appropriate.
- Support the coordination of quality and risk-related projects, training activities and continuous improvement initiatives across Gellung Warl.
- Build and maintain effective working relationships with internal stakeholders to support a practical, organisation-wide approach to risk, quality and compliance.
- Undertake other duties consistent with the role's classification and purpose as directed.

Key Selection Criteria

Skills, Competencies & Knowledge

- Demonstrated ability to support quality assurance, risk management, compliance or continuous improvement 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 risk management, incident management, policy compliance, continuous improvement or related governance processes.
- 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 reports, briefing materials, guidance and correspondence 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 the collation, analysis and reporting of qualitative and quantitative information.
- Ability to build and maintain effective working relationships with a range of internal stakeholders to support the delivery of quality and risk objectives.
- Sound digital literacy, including competence in Microsoft Office Suite and the ability to work with registers, reporting tools and other administrative systems.
- Knowledge of relevant legislative and policy obligations, including privacy, child safety, occupational health and safety, and related compliance requirements, is desirable.

Experience & Qualifications

- A relevant qualification in risk management, audit, assurance, or business administration is desirable
- Ideally you will have worked in Government and have a sound understanding of the associated social, political, and legal frameworks.
- Demonstrated experience in managing enterprise and organisational risk, as well as an understanding of internal audit and committee environments, is essential.
- Expertise in guiding staff on the principles of risk and assurance and providing specialist advice on risk implications for new policy, process or programmes.
- Demonstrated experience co-ordinating an audit program and supporting staff in addressing audit outcomes and actions
- Strong time-management skills to work with minimal supervision while managing several work elements simultaneously.
- Ability to manage sensitive and confidential information with high levels of integrity
- Experience in a complex, values-led, for-purpose, public sector, statutory, representative or reform environment is desirable.
- Experience working with senior stakeholders or across multiple teams in a complex and fast-moving environment 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).

Personal Attributes

- Demonstrates sound judgement, maturity and professionalism in complex and evolving 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.