

Gellung Warl

Senior Advisor to Co-Chairs

Location:	Collingwood, Victoria/hybrid arrangements
Reports to:	FPA Executive Director
Team:	Office of Co-Chairs
Classification:	Level 6
Salary Range:	From \$136,631
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 provide high-level strategic and operational support to the Co-Chairs to advance Gellung Warl's organisational priorities, public leadership and Treaty outcomes. The role supports the effective performance of the Co-Chairs by preparing them for meetings, engagements, speeches and daily activities, coordinating stakeholder activity, and ensuring their office is well connected to operational teams across the organisation.

This role requires the ability to navigate a complex and politically sensitive environment, ensuring strategic advice, stakeholder engagement, briefing support and communications activity uphold Gellung Warl's cultural authority, priorities and values while maintaining constructive relationships with colleagues, Traditional Owners, communities, stakeholders and relevant internal and external partners.

As part of the Office of the Co-Chairs, the Senior Advisor to Co-Chairs provides strategic and practical support across briefing preparation, speech writing, stakeholder liaison, logistics coordination, records management and reporting, working closely with the FPA Executive Director and relevant internal stakeholders to ensure Co-Chair activity is effective, coordinated and aligned with organisational priorities. The role helps ensure the Co-Chairs are well supported in representing Gellung Warl and advancing broader organisational and Treaty objectives.

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.
- Provide high-quality strategic and operational support to the Co-Chairs to assist informed decision-making and effective delivery of organisational priorities.
- Work collaboratively across Gellung Warl to support Co-Chair activity, stakeholder engagement and alignment of priorities with organisational objectives.
- Maintain constructive working relationships with colleagues, stakeholders and community representatives to support effective outcomes for the Co-Chairs and the organisation.

Specific:

- Provide strategic and operational support to the Co-Chairs.
- Collaborate closely with the Co-Chairs' Executive Assistant, the FPA Executive Director and other operational areas to align and coordinate Co-Chair activity.
- Prepare briefs, speeches and draft correspondence.
- Coordinate events and manage the Co-Chairs' stakeholder engagement and public speaking commitments, including after-hours and weekend events where required.
- Proactively coordinate logistics planning to ensure Co-Chair engagements and travel are managed as efficiently as possible, domestically and internationally.
- Provide real-time support and briefings before and during Assembly and stakeholder meetings.
- Cultivate and maintain key stakeholder relationships on behalf of the Co-Chairs.
- Assist in creating content for public-facing communications and support the Co-Chairs' social media channels.
- Generate regular activity reports and track progress toward Co-Chair KPIs.
- Manage records within the Office of the Co-Chairs.
- Promote communication between different organisational areas and the Office of the Co-Chairs during periods of organisational growth and change.
- Support integration between the First Peoples' Assembly of Victoria and parliamentary and policy work at the federal level.
- Effectively manage key relationships and projects on behalf of the Co-Chairs and identify and troubleshoot issues as necessary.
- Promote and support the achievement of Gellung Warl's core values and contribute positively to its reputation through high-quality advisory and stakeholder support.
- Undertake other duties consistent with the role's classification and purpose as directed.

Key Selection Criteria

Skills, Competencies & Knowledge

- Ability to develop genuine, high-quality and lasting relationships with internal and external stakeholders to achieve outcomes.
- Excellent written and verbal communication skills, and the capacity to tailor communication styles to different preferences and audiences.
- Understanding of principles of self-determination and international human rights frameworks.
- Ability to step in to manage the role of Executive Assistant to the Co-Chairs when required, including during periods of leave or vacancy.
- Willingness and ability to travel regularly, regionally, domestically and internationally as required.

- Advanced computer software skills, including Microsoft Office Suite, Microsoft Teams and Outlook.
- Demonstrated skill and capacity to work effectively and with integrity in the context of a Victorian First Peoples' Representative Body.

Experience & Qualifications

- 10+ years' experience in policy, research, advocacy, writing and the provision of strategic advice.
- Strong experience working with Aboriginal communities in Victoria, including sound working knowledge of Aboriginal Community Controlled Organisations, Traditional Owner groups, legislative and regulatory settings, Aboriginal histories and leaders, democratic processes, machinery of government and the Victorian Public Service.
- Successful experience multitasking and balancing competing priorities.
- Demonstrated ability to work under pressure, in high-stress environments, and produce fit-for-purpose documents within tight timeframes.
- Experience supporting senior elected representatives, executives or high-profile stakeholder offices is highly desirable.
- Experience preparing speeches, briefs, correspondence and engagement materials for senior leaders is highly desirable.
- Postgraduate qualification in law, history, social policy, legal policy, public policy or a related field is desirable, but not essential.
- 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.

Personal Attributes

- Passionate about being part of historic reform to benefit First Nations people in Victoria.
- Able to maintain professionalism at all times to achieve strategic governance objectives and outcomes.
- Able to perform under pressure and continue to adhere to organisational policies and values.
- Able to maintain high standards of integrity and keep information confidential.
- Able to show empathy and respect towards colleagues, Assembly Members and stakeholders.

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.