

Gellung Warl

People and Culture Support Officer

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:	Metro Melbourne, Collingwood Office
Reports to:	Principal Employee Management Advisor
Team:	Shared Services – People and Culture Team
Classification:	Gellung Warl Level 3
Salary Range:	From \$84,986 to \$97,201, plus superannuation
Employment Type:	Full-time (part-time negotiable)
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.

Gellung Warl operates at the intersection of two systems of knowledge and ways of being — Aboriginal Lore, Law and Cultural Authority, and the laws of the State. Roles are expected to broker work across this intersection towards ensuring First Peoples' perspectives ground the strategic direction of Gellung Warl in the Treaty era.

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 administrative and operational support to the People and Culture team, contributing to the delivery of people initiatives, workforce processes and organisational objectives. The role assists in maintaining effective people systems, supporting recruitment and onboarding activities, coordinating workforce administration and helping to create a positive, compliant and culturally safe workplace that supports employee engagement and organisational performance.

This role works within a complex and culturally significant environment and requires the ability to build positive working relationships with colleagues, leaders, Traditional Owners, communities, employees and external service providers. The role supports the delivery of people and culture services in a manner that reflects Gellung Warl's values, cultural authority and organisational priorities.

As part of the People and Culture function within the Shared Services functions, the People and Culture Support Officer provides day-to-day administrative support across people and culture activities, including workforce administration, HR systems maintenance, recruitment coordination, employee records management and general team support.

Key Accountabilities

Core:

- Monitor and triage People and Culture enquiries received through shared communication channels, responding to routine requests, providing accurate information, and escalating more complex or sensitive matters to the appropriate team member to ensure timely and effective resolution.
- Ensure accurate and timely data entry and recordkeeping in HR systems, including employee files, leave records and employment documentation.
- Support workforce administration processes throughout the employee lifecycle, including preparing employment documentation, processing contract variations, maintaining employee records and coordinating employee movements.
- Provide administrative support throughout the recruitment and onboarding process, including candidate communication and coordination of the People and Culture inbox.
- Provide first-level support to employees and managers on People and Culture policies, procedures and systems, referring complex matters to senior team members as required.
- Maintain key People and Culture documents, such as the Organisational Chart and Staff Contact List, ensuring they remain current and accessible.
- Assist in organising team meetings and other internal initiatives to support a collaborative and well-organised People and Culture function.

Specific:

- Coordinate and prepare regular People and Culture updates, including the fortnightly report for the CEO and the monthly People and Culture newsletter, by gathering relevant information and ensuring timely distribution.
- Support the planning and delivery of People and Culture events, including training sessions, workshops and staff engagement activities, by managing logistics, liaising with external providers and coordinating communications.
- Assist with the administration of learning and development activities, including maintaining training records, coordinating bookings and supporting compliance-related training requirements.
- Support the coordination of performance review processes and other cyclical People and Culture activities, ensuring timelines, documentation and communications are effectively managed.
- Contribute to the continuous improvement of People and Culture processes, templates and resources by identifying opportunities to improve efficiency, consistency and user experience.
- Undertake other duties consistent with the role's classification and purpose as directed.

Key Selection Criteria

Skills, Competencies & Knowledge

- Well-developed administrative and organisational skills, with the ability to manage multiple tasks, maintain accurate records and meet competing deadlines.
- Strong written and verbal communication skills, with the ability to communicate professionally and effectively with a range of stakeholders.
- Demonstrated ability to maintain confidentiality and handle sensitive information with discretion and professionalism.
- Strong customer service skills, with the ability to respond to enquiries in a timely, professional and solutions-focused manner.
- Ability to work collaboratively within a team and contribute to a positive workplace culture.
- High-level administrative skillset with attention to detail

Experience & Qualifications

- Experience providing administrative, customer service or coordination support within an office environment.
- Experience maintaining records, databases or information management systems with a high degree of accuracy.
- Experience supporting recruitment, onboarding, training coordination or other workforce-related activities is desirable.
- Previous experience in a People and Culture, Human Resources, Administration or Business Support role 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

- High level of integrity, professionalism and commitment to maintaining confidentiality.
- Strong attention to detail and commitment to producing accurate, high-quality work.
- Positive, approachable and service-oriented attitude.
- Initiative and willingness to learn, develop new skills and take on additional responsibilities.
- Adaptability and resilience when working in a dynamic and changing environment.
- Strong interpersonal skills and the ability to build positive working relationships with colleagues and stakeholders.
- Commitment to fostering a culturally safe, inclusive and respectful workplace.
- Demonstrated alignment with Gellung Warl's values and commitment to supporting its organisational and Treaty objectives.

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.