



## Government Relations Advisor

### Position Description

Position Title	Government Relations Advisor
Employment Type	Full Time
Salary	\$124,951 - \$142,509
Team	Policy
Report To	Director, Policy
Direct Reports	None
Location	Brisbane, Canberra or Melbourne

### About Gayaa Dhuwi

Gayaa Dhuwi is the national peak body for Aboriginal and Torres Strait Islander social and emotional wellbeing, mental health, and suicide prevention. As a members based, community-controlled organisation, we are governed by Aboriginal and Torres Strait Islander experts and peak bodies.

Our vision is the highest attainable standard of social and emotional wellbeing, mental health, and suicide prevention outcomes for Aboriginal and Torres Strait Islander Peoples. Our role is to lead and advocate for systemic change that places the voices, strengths, and needs of Aboriginal and Torres Strait Islander Peoples at the centre of national policies and reforms.

We work in a fast-paced national policy and reform environment where priorities can shift quickly in response to government processes, parliamentary inquiries, sector developments, member priorities, emerging evidence, and national reform opportunities. As a result, our team needs to be made up of individuals who can understand complex policy and service systems, work respectfully within an Aboriginal and Torres Strait Islander leadership and organisations, and produce high-quality work across social and emotional wellbeing, mental health, and suicide prevention.

Gayaa Dhuwi's work is long-term with progress often requiring sustained advocacy, careful relationships, strong evidence and the ability to keep work moving over time. People who thrive at Gayaa Dhuwi are steady, thoughtful, organised, respectful, clear in their communication and able to maintain perspective while working on issues that matter deeply to our peoples and communities.



### The Role

The Government Relations Advisor leads Gayaa Dhuwi's day-to-day government relationship management, supporting the Director, Policy and CEO to maintain productive, strategically important relationships across Commonwealth and state/territory government portfolios relevant to Aboriginal and Torres Strait Islander social and emotional wellbeing, mental health and suicide prevention.

The role is responsible for coordinating government engagement activity, tracking policy developments, managing correspondence and briefings, supporting ministerial and departmental engagement, and ensuring the organisation has timely intelligence on relevant government processes. The Advisor works closely with the Director, Policy and the Senior Policy Analyst and Policy Development Lead to connect government intelligence to policy work, and with the Director, Reform on reform-related engagement.

This role requires someone with strong relationship skills, sharp situational awareness of the government policy landscape, clear written communication, and the confidence and professionalism to engage directly with senior government officials. They will understand that government relations is as much about sustained presence and credibility as it is about individual interactions.

### Key Responsibilities

- Lead Gayaa Dhuwi's day-to-day government relationship management, maintaining productive working relationships across Commonwealth and state/territory health, mental health and Indigenous affairs portfolios.
- Coordinate ministerial and departmental correspondence, briefings and meeting preparation, ensuring the CEO and Director, Policy are well prepared for government engagements.
- Monitor government processes, consultations and policy developments relevant to Gayaa Dhuwi's mandate, and provide timely intelligence to the Director, Policy and CEO.
- Maintain a current stakeholder map of relevant government contacts and relationship status.
- Lead or support Gayaa Dhuwi's sector engagement activity in coordination with the Director, Policy, including engagement with peak bodies, sector networks and coalition mechanisms.



- Support the development and management of partnership agreements with government and sector organisations.
- Support Gayaa Dhuwi's engagement with the Coalition of Peaks and related national mechanisms.
- Represent Gayaa Dhuwi in government and sector forums as directed by the Director, Policy.
- Contribute government relations intelligence and stakeholder context to policy development work led by the Senior Policy Analyst and Policy Development Lead.
- Support the preparation of ministerial briefings, government submissions and correspondence.
- Assist with funding proposals and grant applications, particularly in relation to government funding bodies.
- Undertake other duties as required.

### **Performance and Behaviour Expectations**

- Maintains productive, professional relationships across relevant government portfolios, with a current and accurate stakeholder map.
- Provides timely and accurate intelligence on government processes, consultations and policy developments that are relevant to Gayaa Dhuwi's work.
- Prepares ministerial and departmental briefings and correspondence that are accurate, well structured and appropriate to the audience.
- Supports sector engagement and coalition activity effectively, maintaining productive relationships with sector organisations and contributing to Gayaa Dhuwi's credibility and influence.
- Represents Gayaa Dhuwi professionally and with cultural respect in government and sector forums.
- Works constructively with the Director, Policy, Senior Policy Analyst and Policy Development Lead to connect government intelligence to policy work.
- Communicates clearly and professionally in written advice, correspondence and stakeholder engagement.
- Works respectfully within an Aboriginal and Torres Strait Islander organisation and ensures government engagement reflects self-determination and member priorities.
- Handles sensitive matters with discretion and contributes to a focused and respectful workplace.



## **Qualifications, Knowledge and Experience**

- Relevant tertiary qualifications or equivalent professional experience.
- Demonstrated experience in government relations, stakeholder engagement or policy coordination, with direct experience engaging with Commonwealth or state/territory government agencies.
- Understanding of Aboriginal and Torres Strait Islander social and emotional wellbeing, mental health and suicide prevention, including the national policy and government landscape.
- Demonstrated ability to work respectfully and effectively within an Aboriginal and Torres Strait Islander organisation, or with Aboriginal and Torres Strait Islander Peoples, organisations and communities.
- Strong written and verbal communication skills, including the ability to prepare ministerial briefings, correspondence and stakeholder materials to a high standard.
- Strong relationship skills and the confidence to engage directly with senior government officials.
- Sound judgement, discretion and professionalism.
- Strong organisational skills and the ability to manage multiple government engagement workstreams simultaneously.

## **Selection Criteria**

1. Demonstrated ability to work respectfully within an Aboriginal and Torres Strait Islander leadership organisation, including understanding of culture, self-determination, community control and Aboriginal and Torres Strait Islander leadership.
2. Demonstrated understanding of Aboriginal and Torres Strait Islander social and emotional wellbeing, mental health and suicide prevention, including the policy and government context relevant to this work.
3. Demonstrated experience in government relations or stakeholder engagement, including building and maintaining relationships with government agencies and representing an organisation in government forums.
4. Demonstrated ability to monitor and synthesise government policy developments, prepare briefings and correspondence, and provide timely, clear intelligence to senior leaders.



5. Demonstrated written and verbal communication skills, including the ability to produce high-quality briefings, correspondence and stakeholder materials across a complex multi-portfolio government landscape.

### **Benefits**

- Competitive salary package including superannuation, four weeks of annual leave with annual leave loading, salary sacrificing options, and a mobile phone allowance.
- Flexible working arrangements working from home two days per week on a Monday and Friday, and in the office three days per week on a Tuesday, Wednesday and Thursday.
- Professional development support and mentoring from the executive leadership team.

### **Eligibility**

- Aboriginal and Torres Strait Islander people are encouraged to apply for this opportunity under section 51 of the Equal Opportunity Act 1984.
- Applicants must be an Australian citizen or have permanent residency status pending the granting of Australian citizenship. All successful applicants for the position will be asked to complete pre-engagement checks including national police check and a working with vulnerable people check.

### **Additional Notes**

- Travel to other parts of Australia will be required from time to time.