

Senior Advisor to the Co-Chairs

Location:	Collingwood, Victoria/hybrid arrangements
Reports to:	Head of Political and Public Relations and Negotiations
Team:	Office of the Co-Chairs
Classification:	Administrative Officer Grade 6
Salary Range:	\$142,790 - \$191,245
Employment Type:	Full-time
Employment Status:	12 month parental leave cover

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.

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.

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, Members, 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

Strategic Stakeholder Engagement and Relationship Management

- Demonstrated ability to build, maintain and influence high-quality relationships with a diverse range of internal and external stakeholders, including senior leaders, government representatives, community organisations and Traditional Owners.
- Proven capability to navigate complex and sensitive environments, fostering collaboration and achieving outcomes through consultation, negotiation and influence.
- Experience representing senior executives or organisational leaders in stakeholder forums, meetings and engagement activities.

Executive Advisory and Coordination Capability

- Demonstrated experience providing high-level strategic, policy and operational advice to senior executives, boards, committees or governing bodies.

- Strong organisational skills with the ability to coordinate priorities, manage competing demands and ensure the timely delivery of complex work programs.
- Ability to anticipate issues, identify risks and opportunities, and provide proactive solutions to support informed decision-making.

Communication and Influencing Skills

- Exceptional written communication skills, including the preparation of high-quality briefs, correspondence, reports, speeches and meeting materials for diverse audiences.
- Highly developed verbal communication and interpersonal skills, with the ability to adapt communication style to meet the needs of different stakeholders and cultural contexts.
- Demonstrated ability to convey complex information clearly, facilitate discussions and support consensus-building.

Executive Support and Operational Excellence

- Ability to provide high-level executive support to the Co-Chairs, including coordinating meetings, travel, correspondence and stakeholder engagement activities.
- Capacity and willingness to undertake Executive Assistant responsibilities during periods of leave, vacancy or heightened operational demand.
- Advanced proficiency in Microsoft Office Suite, Outlook, Teams and related technologies to support efficient coordination, communication and reporting.

Professionalism, Integrity and Adaptability

- Demonstrated ability to exercise sound judgement, discretion and confidentiality when handling sensitive information and matters of significance.
- Proven capacity to work independently and collaboratively in a fast-paced environment, managing multiple priorities while maintaining high standards of accuracy and professionalism.
- Willingness and ability to undertake regular regional, domestic and international travel as required to support the work of the Co-Chairs and the organisation.

Cultural Capability

- Passionate about being part of reform to benefit First Peoples in Victoria.
- Ability to work respectfully with First Peoples, Traditional Owners and Aboriginal communities.
- Demonstrated understanding of cultural safety and culturally responsive practice.
- Ability to build respectful, collaborative and culturally informed relationships.
- Commitment to Gellung Warl's values and organisational purpose.

Experience & Qualifications

Required:

- 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.
- 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).

Desirable:

- 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.
- Experience supporting Treaty, Indigenous rights, constitutional, governance or major reform processes.
- Knowledge of Victoria's First Peoples policy, legislative and governance environment.

Values

From time to time the First Peoples' Assembly will develop and adopt values to give practical expression to the objects and principles in section 2 of the *Statewide Treaty Act 2025 (Vic)*. Until adoption, the objects and principles in section 2 of the Statewide Treaty Act stand as the Gellung Warl Values applicable to all Gellung Warl staff members.

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.