

Gellung Warl Advisor SE

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:	South East region/hybrid arrangements
Reports to:	Regional Manager SE
Team:	Regional Strategy and Engagement
Classification:	Administrative Officer Grade 5
Salary Range:	\$116,413 - \$140,122
Employment Type:	Full-time
Employment Status:	12 month contract

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 coordinated member support and regional advisory assistance that supports Gellung Warl's statutory functions, organisational priorities and Treaty objectives. The role assists elected Members and representative structures to be well prepared, well connected and well supported in the performance of their responsibilities across the region.

This role requires the ability to navigate a complex and politically sensitive environment, ensuring advice, coordination and member support uphold Gellung Warl's cultural authority, priorities and values while maintaining constructive relationships with Members, Traditional Owners, communities, government stakeholders and internal teams.

As part of the regional team, the Gellung Warl Advisor provides advice and coordination support on regional stakeholder, government and political matters, while also delivering high-quality executive and administrative support to elected Members. The role works closely with the Regional Manager, Members, Elders' Voice and Youth Voice representatives, and central specialist functions to coordinate briefings, scheduling, stakeholder engagement, communications flow, meeting preparation and follow-up actions.

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 coordination and advisory support to Members to assist them in undertaking their representative, portfolio and community responsibilities effectively.
- Act as a key point of contact between Members, regional staff and central teams to support effective communication, service delivery and follow-through on priorities, issues and actions.
- Work collaboratively across Gellung Warl to support the matrix reporting model, ensuring regional member support work is connected to central specialist functions and wider organisational priorities.
- Maintain constructive working relationships with colleagues, Members, stakeholders and community representatives.

Specific:

- Provide practical advice and support on regional stakeholder, government and political matters affecting Members, communities and Gellung Warl priorities within the region.
- Prepare and coordinate high-quality briefs, background notes, correspondence, agendas, meeting papers and talking points to support Members in meetings, events, forums and stakeholder engagements.
- Manage scheduling, diaries, travel, logistics and administrative arrangements for Members and related regional activities, ensuring preparedness and smooth delivery of commitments.
- Establish and maintain trusted relationships with Members and provide responsive support, advice and coordination to assist them in fulfilling their representative and portfolio responsibilities.
- Support regional meetings, member forums and engagement activities by coordinating requirements, preparing materials, following up actions and maintaining accurate records.
- Anticipate the needs of Members and implement practical systems, processes and workflows that improve responsiveness, consistency and service quality.
- Support local reporting loops by gathering, organising and sharing information arising from Member activity, stakeholder engagement and community issues to inform regional planning and organisational decision-making.
- Coordinate communications and liaison between Members, the Regional Manager, central specialist teams and external stakeholders to ensure issues are escalated, addressed and tracked appropriately.
- Contribute to election-related, induction and onboarding processes for Members and representative structures as required.
- Identify emerging issues, risks and opportunities relating to member support, stakeholder management and regional government and political matters, and escalate them in a timely and practical way.
- Undertake other duties consistent with the role's classification and purpose as directed.

Key Selection Criteria

Stakeholder Engagement and Stakeholder Management

- Demonstrated ability to build, maintain and strengthen effective working relationships with a diverse range of stakeholders, including community members, Aboriginal organisations, government representatives, Members, and internal teams.
- Proven capacity to engage respectfully and professionally in community-facing environments, navigate sensitive issues, and foster trust through collaborative and responsive approaches.

Advisory Experience, Communication and Influence

- Demonstrated experience providing high-quality advice and support within a complex and politically sensitive environment.
- Highly developed written and verbal communication skills, including the ability to prepare briefs, correspondence, meeting materials and strategic advice, and to communicate effectively with audiences of varying backgrounds, interests and levels of seniority.

Coordination, Planning and Service Delivery

- Demonstrated ability to coordinate multiple activities, priorities and stakeholders to deliver high-quality outcomes within required timeframes.
- Strong organisational skills, including experience managing schedules, events, logistics, records, follow-up actions and administrative processes, with a focus on accuracy, responsiveness and continuous improvement.

Governance, Judgement and Operational Excellence

- Demonstrated ability to exercise sound judgement, discretion and professionalism when managing complex relationships, competing priorities and sensitive information. Sound knowledge of governance, confidentiality, records management and relevant legislative requirements, including obligations under the Freedom of Information Act 1982 (Vic) and privacy legislation.
- Proven ability to work effectively across teams and within a matrix reporting environment, supported by strong digital literacy and proficiency in Microsoft Office applications.

Community Engagement & Partnerships

- Experience building relationships with community organisations and partners.
- Ability to engage respectfully with diverse communities.
- Experience facilitating consultation and engagement activities.
- Strong networking and relationship management skills.

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

- Demonstrated experience providing executive, advisory, coordination or member support services in a complex, values-led, for-purpose, public sector, statutory, representative or reform environment.
- Experience supporting elected representatives, senior leaders, boards, committees or community representatives is highly desirable.
- Experience in stakeholder engagement, government relations, political liaison, executive support or related coordination roles is highly desirable.
- Demonstrated skill and capacity to work effectively and with integrity in the context of a Victorian First Peoples' representative body or similar environment.
- Relevant tertiary qualification or equivalent experience is desirable.
- Current full Victorian Driver Licence.
- Ability to travel and stay overnight across Victoria as required.
- 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).

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.