

## Position Description

# Lawyer

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| Location:          | Collingwood, Victoria / hybrid arrangements |
| Reports to:        | Gellung Warl General Counsel                |
| Team:              | Legal Team                                  |
| Classification:    | Level 4                                     |
| Salary Range:      | From \$97,955                               |
| 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-quality legal advice and support that advances Gellung Warl's statutory functions, organisational priorities and Treaty objectives. The role supports lawful, informed and strategically sound decision-making by advising on legal issues, preparing legal materials, reviewing documents and contributing to the effective management of legal risk across Gellung Warl.

This role requires the ability to navigate a complex and politically sensitive environment, ensuring legal advice, document review and risk management support uphold Gellung Warl's cultural authority, priorities and values while maintaining constructive relationships with colleagues, Traditional Owners, communities, stakeholders and relevant external advisers.

As part of the Legal Team, the Lawyer provides practical legal support across governance, policy, Treaty-related work, compliance and organisational decision-making, working closely with the Gellung Warl General Counsel and relevant internal stakeholders to translate legal issues into clear, accurate and accessible advice. The role helps ensure legal matters are well managed, risks are identified early, and legal advice and documentation are delivered in support of Gellung Warl's 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 legal advice and support to assist lawful, informed and strategically sound organisational decision-making.
- Work collaboratively across Gellung Warl to support governance, compliance, legal risk management and Treaty-related work.
- Maintain constructive working relationships with colleagues, stakeholders and external advisers to support effective delivery of legal services.

### Specific:

- Develop sound legal advice and provide legal support across Gellung Warl on a range of matters, including governance, policy, Treaty-related work and organisational operations.
- Prepare clear and concise briefings, memoranda, correspondence and instructions on a range of legal issues.
- Draft, review and advise on governance documents, policies, contracts, agreements and other legal materials to support organisational compliance and decision-making.
- Provide legal advice on matters including corporate governance, contract law, employment and occupational health and safety issues, privacy and data, complaints, public law, Indigenous legal issues, and legislation and regulation relevant to Gellung Warl's operations.
- Identify, monitor and assist in managing legal risk across Gellung Warl, including by contributing to practical and timely mitigation strategies.
- Support legal aspects of Treaty-related work, governance processes, policy matters and broader organisational initiatives.
- Undertake legal practice management and administrative tasks required to support the effective operation of a small legal team.
- Maintain accurate legal records, file notes, advice registers and document management practices to support accountability and continuity of legal work.
- Build and maintain trusted working relationships with staff, governance bodies and other stakeholders to support effective legal service delivery.
- Participate in professional development activities, Gellung Warl networks and continuing professional development requirements.
- Undertake other duties consistent with the role's classification and purpose as directed.

## Key Selection Criteria

### Skills, Competencies & Knowledge

- Sound interpersonal and relationship-building skills, including the ability to collaborate with internal and external stakeholders.
- Sound written and verbal communication skills and the ability to explain and express complex legal ideas in a clear, accessible form suited to the audience.
- Sound analytical skills, attention to detail and demonstrated ability to understand complex and sensitive matters.
- Demonstrated skill and capacity to work effectively and with integrity in the context of a Victorian First Peoples' representative body or similar environment.

- Demonstrated knowledge of Aboriginal communities and organisations within Victoria.
- Competence in the use of Microsoft Office Suite.

### Experience & Qualifications

- Degree in Law.
- Holds, or is eligible to hold, a practising certificate.
- Demonstrated post-admission legal experience in a legal practice, in-house, public sector, statutory, representative or similar environment.
- Experience preparing legal advice, briefings, memoranda, correspondence or instructions on a range of legal issues.
- Experience drafting, reviewing or advising on governance documents, policies, contracts, agreements or related legal materials.
- Experience supporting legal risk management, compliance or governance matters in a complex and fast-moving environment.
- Experience in one or more of the following areas is desirable: corporate governance, Indigenous legal issues, contracts, employment, privacy and data, regulation and compliance, public law, or Treaty-related legal work.
- In-house legal experience is highly desirable.
- Demonstrated knowledge of Aboriginal communities and organisations within Victoria, and the ability to work effectively and with integrity in the context of a Victorian First Peoples' representative body or similar environment.
- 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

- Demonstrates sound judgement, maturity and professionalism in complex and sensitive environments.
- Shows empathy and respect in working with colleagues, Traditional Owners, First Peoples and stakeholders.
- Leads with integrity, accountability and calmness, and is able to maintain focus on strategic and operational outcomes.
- Is committed to cultural safety, self-determination and the broader reform objectives of Treaty in Victoria.
- Values collaboration, listens well, and contributes positively to team and organisational culture.

### 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.