

Access to Information Coordinator

Location:	Collingwood/Hybrid
Reports to:	Records and Information Manager
Team:	Records and Information Management
Classification:	5.1
Salary Range:	\$116,413 - \$119,800
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.

Role Purpose

Working as part of the Records and Information Management Team, the Access to Information Coordinator, will provide high-quality research and administrative support across a range of information access (including FOI), privacy, and other information governance activities arising from the unique requirements of the Statewide Treaty Act and Gellung Warl Internal Rules and Policies.

- The role has responsibility for ensuring Gellung Warl meets its legislative obligations, coordinating the Access to Information (including FOI) program including delivering timely and accurate responses to all information requests.
- The role will play a major role in ensuring that Gellung Warl protects privacy including providing internal privacy advice, conducting privacy impact assessments and privacy reviews, co-ordinating responses to data breaches and building awareness and capability within the organisation.
- Additionally, the role will work with internal and external stakeholders to administer the compliance dimensions of the Restricted, Confidential, Culturally Sensitive and Secret Information and other sensitive information.

This is a detail-oriented role that requires strong organisational skills, sound judgement, and the ability to manage sensitive information with care.

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.
- Model Gellung Warl's values and expected behaviours.
- Contribute positively to a culturally safe, inclusive and respectful workplace.

Specific:

- Working with the Records and Information Management Team, support the implementation and administration of the organisation's Access to Information, Privacy and Sensitive Information programs.
- Across all programs, this role will ensure requests are handled professionally, accurately, and within statutory timeframes.
- Provide support to internal teams to perform the tasks related to Access to Information, Privacy and Sensitive Information in line with relevant legislation and Gellung Warl Internal Rules, Policies and procedures.
- Co-ordinate public release and requests for access to information, including the maintenance of associated registers and other records.
- Support the management of privacy-related complaints and contribute to the coordination of responses to external bodies.
- Maintain governance registers, including the Access to Information and Culturally Sensitive and Culturally Secret Information, Disclosure Registers, ensuring information is current, compliant, and accessible.
- Support Information Asset Management, focusing on Privacy and Sensitive Information dimensions of the Information Asset Register.
- Contribute to organisational & technical projects and programs as well as developing options for improving business processes and systems and ensuring systems appropriately reflect and support the requirements of the applicable Internal Rules as well as OVIC, PROV and other standards and policies.
- Assist with the enhancement and development of information and records management practices across Gellung Warl, providing expert advice, ensuring adherence to policies while practicing and embodying cultural awareness.
- Assist with the configuration and administration of MS365/SharePoint and other business systems to support Access to Information, Privacy and Data Protection business needs and comply with organisational, legislative and other applicable standards and expectations.

Key Selection Criteria

Subject Matter Expertise

- Can translate legislation and policies into sound practices to meet legislative requirements.
- Proven FOI and Privacy management experience.
- Understands endorsed standards and can implement relevant procedures and develop business processes to improve practices and capability.
- Can develop and deliver advice and training on responsibilities, principles and processes.
- Understands information security needs, regulatory requirements and frameworks.
- Strong analytical and problem-solving capability.

Communication Skills

- Strong written communication skills, including the ability to prepare reports, briefings and correspondence.
- Excellent verbal communication and interpersonal skills.
- Ability to build rapport and communicate with sensitivity and professionalism.

Influence, Negotiation & Stakeholder Management

- Demonstrated ability to build productive relationships with a diverse range of stakeholders.
- Experience working collaboratively across multidisciplinary teams.
- Ability to manage competing stakeholder expectations.
- Proven ability to achieve outcomes through collaboration and partnership.

Governance, Risk & Compliance

- Knowledge of governance principles and compliance obligations.
- Ability to adapt process to existing legislative requirements.
- Understanding of the FOI and Privacy regimes.
- Experience managing organisational risk.
- Ability to ensure compliance with legislative and organisational requirements.
- Understanding of records management and accountability frameworks.

Digital Capability

- Demonstrated proficiency using Microsoft 365 and other relevant business systems.
- Ability to quickly learn new technologies and digital platforms.
- Experience using information management or business systems relevant to the role.
- Strong digital literacy and ability to use technology to improve work outcomes.

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

Qualifications

- A legal, information management professional qualification or equivalent experience in a related field.

Experience

- Demonstrated experience managing Freedom of Information requests and activities.
- Strong knowledge of the Freedom of Information Act 1982 (Vic) and related compliance requirements.
- Familiarity with the Privacy and Data Protection Act 2014 (Vic) and related compliance requirements.

Mandatory Requirements

- 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).
- Driver Licence
- National Police Check
- Travel requirements
- Other licences or registrations

Desirable:

- Experience supporting Treaty, Indigenous rights, IDS and IDG processes.
- Knowledge of Victoria's First Peoples policy, legislative and governance environment.
- Experience working with First Peoples communities.

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.