

Project, Policy, and Strategy Specialist

Location:	Collingwood Office and other location as required; Hybrid
Reports to:	Chief Executive Officer
Team:	Office of the CEO
Classification:	Administrative Office Grade 7 (State Government Agencies Award)
Salary Range:	\$193,946 to \$266,316
Employment Type:	Full / part time
Employment Status:	6-Month Fixed Term 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 high-level strategic advice, project leadership and analytical support that advances Gellung Warl's strategic policy priorities, organisational objectives and Treaty outcomes. The role supports the effective development and delivery of projects across a range of issues by providing specialist strategic, legislative and policy advice that inform decision-making and support Treaty-making with Traditional Owners and First Peoples in Victoria.

This role requires the ability to navigate a complex and politically sensitive environment, ensuring strategic advice, stakeholder engagement and project delivery uphold Gellung Warl's cultural authority, priorities and values while maintaining constructive relationships with colleagues, Traditional Owners, communities, stakeholders and relevant internal teams.

Accountabilities

Strategy & Planning

- Contribute to the development and implementation of strategic plans, priorities and organisational initiatives.
- Provide strategic advice and recommendations to support informed decision-making.
- Identify emerging risks, opportunities and trends to inform future planning.
- Support the achievement of organisational priorities through effective planning and execution.

Service Delivery

- Deliver high-quality services that meet organisational standards and stakeholder expectations.
- Ensure work is delivered accurately, efficiently and within agreed timeframes.
- Monitor service delivery and identify opportunities for continuous improvement.
- Develop and implement processes that enhance service quality and efficiency.

Project & Program Management

- Lead and coordinate projects from planning through to implementation and evaluation.
- Manage competing priorities, timelines, resources and project risks.
- Monitor project progress and report on outcomes and deliverables.
- Ensure projects are delivered within scope, budget and agreed timeframes.

Stakeholder Engagement

- Develop and maintain productive relationships with internal and external stakeholders.
- Represent Gellung Warl at meetings, forums and community events.
- Collaborate across teams to achieve shared organisational outcomes.
- Engage respectfully with Traditional Owners, Members, communities and partner organisations.

Advice & Support

- Provide timely, accurate and practical specialist advice to managers and stakeholders.
- Prepare reports, briefings, correspondence and recommendations.
- Support informed decision-making through analysis and evidence-based advice.
- Respond to enquiries and provide expert guidance within area of responsibility.

Governance, Risk & Compliance

- Ensure compliance with relevant legislation, policies, procedures and organisational standards.
- Monitor and manage risks within the scope of the role.
- Support effective governance through accurate documentation and reporting.
- Maintain records in accordance with legislative and organisational requirements.

Key Selection Criteria

Subject Matter Expertise

- Lead the development and delivery of key projects and strategic approaches to support Gellung Warl across a range of issues, proactively addressing issues, tracking key deadlines and negotiating outcomes and outputs with stakeholders to ensure project objectives are achieved.
- Manage projects within agreed timelines that support Gellung Warl in carrying out its functions.
- Prepare project briefs, reports, service plans and policy options and recommendations on complex issues that are clear, comprehensive and support a preferred position or course of action.
- Use leadership, judgement and subject matter expertise to address stakeholder issues, identify opportunities and broker practical, durable solutions.
- Ensure contingency plans are in place where required to support effective project and policy delivery.
- Undertake other duties consistent with the role's classification and purpose as directed.
- Sound understanding of relevant legislation, policies and regulatory frameworks.
- Experience applying professional expertise to complex issues.
- Strong analytical and problem-solving capability within area of expertise.

Influence, Negotiation & Stakeholder Management

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

Critical Thinking & Judgement

- Ability to think strategically and align work with organisational priorities.
- Demonstrated capacity to analyse complex issues and develop practical solutions.
- Ability to identify risks, opportunities and emerging trends.
- Experience contributing to strategic planning and organisational improvement.
- Sound judgement in complex and politically sensitive environments.

Project & Program Management

- Demonstrated experience managing projects from initiation through to completion.
- Ability to manage competing priorities and meet deadlines.
- Experience monitoring project performance and reporting outcomes.
- Ability to coordinate multiple activities and stakeholders.

Problem Solving & Decision Making

- Demonstrated ability to analyse information and solve complex problems.
- Sound judgement and decision-making skills.
- Ability to identify practical solutions to operational challenges.
- Experience exercising initiative and working independently.

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:

- Demonstrated experience in complex strategic and research projects.

- Experience working with multiple stakeholders and First Peoples community representatives to achieve strategic objectives.

Desirable:

- 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.