GELLUNG WARL

ERP Project Manager

Location:	Collingwood / hybrid arrangement
Reports to:	Chief Operations Officer
Team:	Shared Services –Information Team
Classification:	Level 6
Salary Range:	$142,790 - $169,220
Employment Type:	Full - Time
Employment Status:	12 months Fixed Term

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 treatymaking
- 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 lead the successful implementation of Gellung Warl's Enterprise Resource Planning (ERP) solution, with a focus on business process improvement, organisational change, user adoption, risk mitigation and compliance readiness. The role will translate business needs into an achievable delivery plan and support staff to adopt new ways of working.

Working with the Chief Operations Officer, business process owners, Internal teams, and the appointed implementation partner, the ERP Project Manager will coordinate end-to-end delivery within agreed scope, budget and timeframes.

The implementation partner will be responsible for technical configuration, development and technical delivery. The ERP Project Manager will manage the integrated plan, partner performance and business readiness, with business owners accountable for process decisions and acceptance, and ensuring that outcomes are delivered in alignment with the broader organisational and Treaty objectives.

Accountabilities

- **Project planning and governance**: Agree scope, business outcomes, budget, resources and milestones. Establish governance and provide clear reporting on progress, expenditure, risks and decisions required.
- **Team and partner management**: Recruit and manage Business Analysts, Organisational Change Managers and other specialists within approved resources. Coordinate any remaining solution selection and procurement and manage implementation partner performance.
- **Business processes and requirements**: Lead the definition of future business processes and requirements, ensuring business ownership, appropriate controls and agreed acceptance criteria.
- **Change and adoption**: Oversee organisational change, stakeholder engagement, training and communications to prepare staff and achieve adoption of new processes and systems.
- **Delivery, risk and compliance**: Manage delivery, dependencies and scope changes. Address risks and ensure confirmed statutory and compliance requirements inform implementation.
- **Testing and readiness**: Oversee data validation, user acceptance testing and business readiness, ensuring business owners approve outcomes before go-live.
- **Go-live and operational handover**: Coordinate cutover, contingency arrangements and post-implementation support, protecting business continuity and ensuring clear ownership, documentation and knowledge transfer.

- **Business outcomes**: Monitor adoption and agreed benefits, resolve outstanding issues and establish ownership of ongoing improvement.

Key Selection Criteria

Leadership & Management

- Experience leading change and continuous improvement initiatives.
- Proven ability to achieve outcomes through collaboration and partnership.
- Highly developed information technology capability and business acumen, including demonstrated experience interpreting financial reports, managing budgets, analysing business data and leveraging technology to drive strategic and operational outcomes.

Communication Skills

- Excellent verbal communication and interpersonal skills.
- Ability to build rapport and communicate with sensitivity and professionalism.

Critical Thinking & Judgement

- Ability to think strategically and align work with organisational priorities.
- Experience contributing to strategic planning and organisational improvement.

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.

Change Management & Continuous Improvement

- Experience implementing organisational change.
- Ability to identify opportunities to improve systems and processes.
- Experience supporting teams through change.

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

Essential Experience and Capabilities

- Demonstrated experience leading successful ERP implementations from planning through go-live and operational handover, achieving business outcomes and user adoption.
- Strong understanding of business process improvement, organisational change and operational readiness, including finance, procurement, internal controls and compliance requirements.
- Proven ability to identify resourcing needs, recruit and lead Business Analysts, Organisational Change Managers and other specialists as required to deliver the project.
- Proven ability to manage scope, schedules, budgets, risks and governance, and hold implementation partners accountable for delivery.
- Strong stakeholder engagement and communication skills, with the ability to secure business decisions, challenge provider advice and work respectfully in a First Peoples organisation.

Qualifications and Desirable Experience

- Relevant qualifications in project management, business, finance or a related discipline, or equivalent practical experience.
- 5 – 10 years' Information Technology experience with leadership background.
- Project and change management certifications.
- Experience delivering ERP implementations, with a strong understanding of business processes and organisational requirements.
- Experience in a statutory body, public sector, not-for-profit or similarly accountable environment.

Mandatory Requirements

- National Police Check

Desirable:

- 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.