GELLUNG WARL

Policy Manager

Location:	Collingwood, Victoria / hybrid arrangements
Reports to:	Head of Policy
Team:	Policy
Classification:	Gellung Warl Level 6
Salary Range:	$142,790 - $164,815 plus Superannuation
Employment Type:	Full or Part Time available
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 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 policy, research and strategic project delivery that advances Gellung Warl's policy priorities, organisational objectives and Treaty outcomes. The role supports informed, strategically sound decision-making by overseeing policy development, managing priority projects and ensuring the Policy Team delivers high-quality advice and outputs in support of Treaty-making.

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

As part of the Policy Team, the Policy Manager provides operational and strategic leadership across policy, research and project work, working closely with the Head of Policy and relevant internal stakeholders to translate organisational priorities, emerging issues and community-informed perspectives into effective policy advice and outputs. The role oversees the coordination and delivery of policy work across multiple priorities and ensures advice, briefs, papers and strategic projects are aligned, high quality and delivered in support of Gellung Warl's broader policy and Treaty objectives.

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.
- Lead and manage policy, research and strategic project delivery to support informed, strategically sound organisational decision-making.
- Work collaboratively across Gellung Warl to support policy development, strategic alignment and the delivery of organisational priorities.
- Maintain constructive working relationships with colleagues, Members, rights holders, stakeholders and community representatives to support effective policy and project delivery.
- Lead and support staff within the function, including work allocation, supervision, coaching, capability development, performance management and support for a productive and culturally safe work environment.

- Maintain constructive working relationships with colleagues, Members, stakeholders and community representatives.

Specific:

- Support the Assembly Co-Chairs, Council and Members to advance the Treaty process through high-quality policy advice, strategic support and project coordination.
- Oversee and manage the day-to-day work of the Policy Team to ensure priorities are well coordinated and delivered to agreed timelines and standards.
- Oversee the development and delivery of policy, projects and research to support Gellung Warl in advancing the Treaty process.
- Establish and maintain trusted working relationships with Members, the Executive Leadership Team and staff to support collaborative policy development and decision-making.
- Collaborate across Gellung Warl to provide strategic advice in relation to Treaty-making and support Treaty negotiations.
- Oversee and manage the provision of policy and research advice to support the work of governance bodies, committees and representative forums.
- Provide policy advice and support coordination and information sharing across Gellung Warl's structures and processes.
- Oversee the preparation of briefs, papers and other written materials to support the decision-making of Members, including providing meeting support where required.
- Lead key strategic projects and relationships, including proactive issue identification, problem solving and management of competing priorities to achieve agreed objectives.
- Work to strengthen collaborative partnerships and influence others to broker sustainable solutions to complex and sensitive matters.

Key Selection Criteria

Subject Matter Expertise

- Comprehensive knowledge of Victorian Aboriginal communities and organisations.
- Demonstrated knowledge of Victorian Aboriginal communities and organisations, and the ability to work effectively and with integrity in the context of a Victorian First Peoples' representative body or similar environment.
- Passionate about being part of a reform to benefit First Nations people in Victoria.
- Committed to cultural safety, self-determination and the broader reform objectives of Treaty in Victoria.

Leadership & Management

- Strong relationship-building and collaborative leadership skills, including fostering effective information exchange across the organisation.

- Leads with integrity, accountability and calmness while maintaining focus on strategic and operational outcomes.
- Conducts performance reviews, supports employee development, recognises achievement, and manages performance matters in accordance with organisational requirements.
- Recognises and respects the strengths of others within the team and contributes positively to team success.

Communication Skills

- Highly developed written communication skills, including the ability to prepare reports, briefings and correspondence.
- Excellent verbal communication and interpersonal skills.
- Ability to communicate complex information clearly to diverse audiences.
- Strong presentation and facilitation 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.
- 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 leading complex policy and research projects in a complex and fast-moving environment.
- Demonstrated ability to lead policy, research and strategic project work while maintaining alignment with organisational priorities.
- Demonstrated experience providing project leadership to senior decision-makers and governance structures.
- Delivers quality outcomes within agreed timeframes while managing competing priorities.

Planning & Organisation

- Ability to manage competing priorities while maintaining quality and deadlines.

- Maintains alignment between project delivery, strategic priorities and organisational objectives.
- Demonstrates strong organisational skills in a fast-paced and evolving environment.
- Understands personal impact on team goals and broader organisational outcomes.

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.

Research, Analysis & Policy Development

- Exceptional research and analytical skills, with the ability to recommend approaches to high-level policy issues.
- Highly skilled in drafting policy briefs, guidance documents, submissions and research reports.
- Demonstrated experience leading complex policy and research projects.
- Demonstrated experience providing high-quality policy advice and strategic support.
- Ability to analyse evidence and develop policy options that support Treaty and organisational objectives.

Governance, Risk & Compliance

- Upholds the standards of Respect, Accountability, Honesty, Equality, Legal Compliance and Conflict of Interest.
- Adheres to all organisational policies, procedures and governance requirements.
- Demonstrated experience supporting governance bodies and representative structures.
- Demonstrated capacity to work effectively and with integrity in a Victorian First Peoples' representative body or similar environment.

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 leading complex policy and research projects in a complex and fast-moving environment.
- Demonstrated experience managing relationships with multiple stakeholders, including Aboriginal community representatives, to achieve strategic objectives.
- Experience motivating, leading and developing high-performing teams within a fast-paced, values-led environment.
- Demonstrated experience providing high-quality policy advice, strategic support and project leadership to senior decision-makers, governance bodies or representative structures.
- Experience preparing policy briefs, papers, reports, submissions, research outputs and recommendations on complex issues.
- Experience coordinating policy development, strategic projects and information sharing across multiple teams, structures or organisational processes.
- Experience working in a values-led, for-purpose, public sector, statutory, representative or reform environment is highly desirable.
- Demonstrated knowledge of Victorian Aboriginal communities and organisations, and the ability to work effectively and with integrity in the context of a Victorian First Peoples' representative body or similar environment.
- Relevant tertiary qualification in public policy, law, social policy, public administration, Aboriginal affairs or a related discipline is highly desirable, or an equivalent combination of qualifications and experience.
- 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.