GELLUNG WARL

Policy Officer

Location:	Collingwood, Victoria / hybrid arrangements
Reports to:	Policy Manager
Team:	Policy
Classification:	Gellung Warl Level 4
Salary Range:	$100,894 - $114,082 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 contribute to the development of policy, actions and processes that advance Gellung Warl's organisational priorities, policy objectives and Treaty outcomes. The role supports the effective development and delivery of policy and project work by contributing to research, community engagement materials, committee and working group administration, and written and verbal advice on Treaty and related matters.

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

As part of the Policy Team, the Policy Officer provides practical support across policy development, project coordination, committee and working group administration, community engagement materials and policy advice, working closely with the Head of Policy and relevant internal stakeholders to translate organisational priorities into timely, accurate and useful policy outputs. The role helps ensure policy and project work is well supported and delivered in support of Gellung Warl's broader organisational 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.
- Provide high-quality policy, project and administrative support to assist informed decision-making and effective delivery of organisational priorities.
- Work collaboratively across Gellung Warl to support policy development, project delivery and alignment of policy activity with organisational priorities.
- Maintain constructive working relationships with colleagues, stakeholders and community representatives to support effective policy and project outcomes.

Specific:

- Contribute to developing information, actions and procedures on Treaty and related matters for staff, Assembly Members and external stakeholders.

- Contribute to the work of the Policy Team by developing community engagement materials such as fact sheets, discussion papers, slide packs and related resources.
- Collate responses from community and contribute to research activities that inform policy development and project delivery.
- Provide administrative support for meetings, including preparing agendas, taking notes, preparing minutes, sending invitations, participating in meetings and undertaking follow-up actions as required.
- Contribute to the development of written and verbal advice for the CEO, Co-Chairs and the Assembly Management team on the Treaty process and related matters.
- Prepare briefs, emails and related documentation that deliver information and advice on policy and project matters.
- Provide general policy and administration support across Gellung Warl's work.
- Under the direction of the Head of Policy, prepare project information and policy advice that supports a preferred position or action.
- Contribute to team priorities through consistent and reliable administration and policy development support, based on organisational knowledge and understanding of current issues.
- Effectively contribute to key projects by liaising with and supporting project team members, proactively addressing issues within area of responsibility, tracking key deadlines and dates, and helping to achieve key project outcomes through consistent delivery of allocated tasks.
- Promote and support the achievement of Gellung Warl's core values and contribute positively to its reputation through high-quality policy and project support.
- Undertake other duties consistent with the role's classification and purpose as directed.

Key Selection Criteria

Subject Matter Expertise

- Comprehensive knowledge of Victorian Aboriginal communities and organisations.
- Demonstrated skill and capacity to work effectively and with integrity in the context of a Victorian First Peoples' Representative Body.
- Understanding of the social, political and cultural context impacting Aboriginal communities in Victoria.

Communication Skills

- Strong verbal and written communication skills, with the ability to adapt writing styles to a range of audiences.
- Developing capability in drafting policy briefs, guidance documents, submissions and reports.
- Ability to communicate complex information clearly and concisely in both written and verbal formats.

Project & Program Management

- Competence in MS Project or related project planning and management tools.
- Ability to contribute to the coordination and delivery of policy projects and work programs.
- Supports the monitoring of project timelines, milestones and deliverables.

Research, Analysis & Policy Development

- Developing capability in drafting policy briefs, guidance documents, submissions and reports.
- Ability to gather, analyse and interpret information to support policy development and decision-making.
- Contributes to research activities and the preparation of evidence-based policy advice.

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 knowledge of Aboriginal communities and organisations within Victoria.
- Demonstrated skill and capacity to work effectively and with integrity in the context of a Victorian First Peoples' Representative Body.
- Demonstrated experience contributing to policy and research projects.
- Experience working with multiple stakeholders and Indigenous community representatives to achieve strategic objectives.
- Experience supporting committee, working group or project meetings, including agendas, minutes and follow-up actions, is desirable.
- Experience developing engagement materials, briefing materials or policy documentation is desirable.
- Degree qualified is highly desired, or equivalent 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.