GELLUNG WARL

Principal Policy Advisor

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 provide high-quality policy advice, research and project leadership that advances Gellung Warl's policy priorities, organisational objectives and Treaty outcomes. The role supports robust organisational decision making by leading complex policy work, preparing strategic advice and written outputs, coordinating priority projects, and contributing to the development of clear, practical and well-informed policy positions.

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

As part of the Policy Team, the Principal Policy Advisor provides senior policy leadership across complex policy, research and strategic 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 supports the coordination and delivery of policy work across multiple priorities and ensures advice, briefings and research outputs are strategically 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.
- Work collaboratively across Gellung Warl to support policy development, strategic alignment and informed decision-making.
- Provide high-quality policy advice, research and written materials to support Treaty-making, organisational priorities and policy development.
- Build and maintain constructive working relationships across teams and with relevant rights holders and stakeholders to support policy outcomes.

Specific:

- Provide high-quality policy analysis, strategic advice and written materials to support Gellung Warl's policy priorities, Treaty-making objectives and organisational decision-making.
- Lead and contribute to complex policy, research and strategic projects, ensuring work is coordinated effectively and delivered to agreed timelines and quality standards.
- Prepare high-quality briefs, reports, submissions, options papers, guidance materials and recommendations on complex issues, with clear analysis and practical advice.
- Support the Head of Policy and broader Policy Team in the coordination, tracking and delivery of priority policy projects and transition-related work.
- Provide policy support for meetings, committees, forums and other governance or engagement processes, including preparing papers, coordinating inputs and following up actions as required.
- Build and maintain trusted relationships with Members, executive and senior leaders, staff and external stakeholders to support policy development, research and Treaty-related activity.
- Support policy coordination across relevant teams and functions to ensure alignment, information sharing and effective implementation of organisational priorities.
- Contribute to policy and research outputs that support representative structures, engagement activities, strategic planning and broader Treaty implementation work.
- Identify emerging issues, risks and opportunities in the policy environment and provide timely advice and practical recommendations in response.
- Support coordination of delegation activities, stakeholder engagement processes and other policy-related initiatives as required.
- 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 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.
- Demonstrated skill and capacity to work effectively and with integrity in the context of a Victorian Traditional Owner Representative Body or similar environment.
- Commitment to cultural safety, self-determination and the broader reform objectives of Treaty in Victoria.
- Relevant tertiary qualification in public policy, law, social policy, public administration, Aboriginal affairs or a related discipline, or an equivalent combination of qualifications and experience.

Communication Skills

- Extremely well-developed verbal and written communication skills, including the ability to adapt writing styles to a range of audiences.
- Highly skilled in drafting policy briefs, guidance documents, submissions and research reports.
- Ability to translate complex information into clear, practical and audience-appropriate advice.
- Strong written and verbal communication skills for engagement with community representatives, governance bodies and senior leaders.

Influence, Negotiation & Stakeholder Management

- Demonstrated experience working with multiple stakeholders, including community representatives, senior leaders and governance bodies, to achieve agreed outcomes.
- Shows empathy and respect in working with colleagues, Traditional Owners, First Peoples and stakeholders.
- Builds and maintains productive relationships across diverse stakeholder groups.
- Uses influence and collaboration to support policy development, strategic outcomes and organisational priorities.
- Values collaboration, listens well and contributes positively to team and organisational culture.

Critical Thinking & Judgement

- Exceptional research and analytical skills with the ability to recommend approaches to high-level policy issues.
- Demonstrates sound judgement, maturity and professionalism in complex and fast-moving environments.
- Strong experience in policy analysis and translating complex information into clear and practical advice.
- Applies strategic thinking and evidence-based judgement to policy development and decision-making.
- Considers organisational priorities, stakeholder perspectives and broader reform objectives when providing advice.

Project & Program Management

- Demonstrated experience leading or contributing to complex policy, research or strategic projects in a complex and fast-moving environment.
- Demonstrated ability to coordinate activities, monitor progress and deliver outcomes against agreed timelines.
- Contributes to the successful delivery of strategic organisational priorities and reform initiatives.

Planning & Organisation

- Demonstrated ability to manage multiple priorities in a dynamic and evolving environment.
- Plans and organises work to achieve strategic and operational outcomes.
- Maintains attention to detail while delivering high-quality outputs within required timeframes.

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.
- 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 or contributing to complex policy, research or strategic projects in a complex and fast-moving environment.
- Experience preparing high-quality policy briefs, reports, submissions, discussion papers or research outputs to support strategic decision-making.
- Demonstrated experience working with multiple stakeholders, including community representatives, senior leaders or governance bodies, to achieve agreed outcomes.
- Experience supporting complex meetings, projects, governance processes or engagement activities, including coordination, follow-up and delivery against timelines.
- Strong experience in policy analysis, project coordination and translating complex information into clear and practical advice.
- 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.