GELLUNG WARL

Senior Policy Officer

Location:	Collingwood, Victoria / hybrid arrangements
Reports to:	Policy Manager
Team:	Policy
Classification:	Gellung Warl Level 5
Salary Range:	$116,413 - $140,122 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 delivery that advances Gellung Warl's policy priorities, organisational objectives and Treaty outcomes. The role supports robust organisational decision-making by developing policy advice, leading strategic projects, preparing written outputs and contributing to the delivery 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, project work and stakeholder engagement 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 Senior Policy Officer provides senior policy support 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, reports and project 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.
- Provide high-quality policy advice, research and project support to assist 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, rights holders, stakeholders and community representatives to support effective policy and project delivery.

Specific:

- Develop policy advice to support the advancement of strategic policy priorities, projects and organisational objectives.
- Develop and lead key strategic projects, ensuring work is delivered within agreed timeframes and to a high standard.
- Provide support to community engagement processes by developing and contributing to materials such as fact sheets, discussion papers, slide packs and reports, and by collating and analysing community responses.
- Provide meeting support as required, including coordination of meetings, attendance where needed, and preparation of meeting papers and supporting materials.
- Provide written and verbal policy advice to the Head of Policy, executive leaders and other relevant stakeholders on complex policy matters.
- Provide general policy support across Gellung Warl's work, including policy development, research, strategic planning and implementation activity.
- Prepare project briefs, reports, service plans, policy options and recommendations on complex issues that are clear, well-reasoned and support effective decision-making.
- Contribute to the policy function through skilled policy development, research, review, formulation and implementation based on organisational knowledge and understanding of current issues.
- Effectively manage key projects through stakeholder liaison, proactive issue management, tracking of milestones and deadlines, and negotiation of outputs to achieve project objectives.
- Build and maintain trusted relationships with internal and external stakeholders to support collaborative policy development and project delivery.
- 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 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 or similar environment.
- Understanding of the cultural, social and political context affecting First Peoples in Victoria.

Communication Skills

- Well-developed verbal and written communication skills, including the ability to adapt writing styles to a range of audiences.
- Competence in drafting policy briefs, guidance documents, submissions and research reports.

- Ability to communicate complex policy issues clearly and effectively to a range of stakeholders.
- Produces accurate, concise and audience-appropriate written materials.

Influence, Negotiation & Stakeholder Management

- Demonstrated experience working with multiple stakeholders, including Aboriginal community representatives, to achieve strategic objectives.
- Builds and maintains productive relationships with community representatives and key stakeholders.
- Works collaboratively to achieve shared outcomes and organisational objectives.
- Demonstrates cultural awareness, respect and professionalism when engaging with stakeholders.

Critical Thinking & Judgement

- Quality research and analytical skills with the ability to recommend approaches to high-level policy issues.
- Demonstrated experience developing policy advice in complex and fast-moving environments.
- Exercises sound judgement when analysing issues and developing recommendations.
- Evaluates information from multiple sources to support evidence-based decision-making.
- Identifies emerging risks, opportunities and implications relevant to policy development.

Project & Program Management

- Demonstrated experience contributing to strategic policy or project work in a complex and fast-moving environment.
- Supports project delivery through effective coordination, monitoring and reporting.
- Manages competing priorities while maintaining quality and meeting deadlines.
- Contributes to the achievement of agreed project outcomes and organisational priorities.

Problem Solving & Decision Making

- Applies analytical thinking to identify policy issues and develop practical recommendations.
- Uses evidence and stakeholder perspectives to inform decision-making.
- Identifies solutions to complex issues and implementation challenges.
- Demonstrates initiative and sound judgement when responding to emerging issues.
- Balances competing priorities and policy considerations when developing advice

Research, Analysis & Policy Development

- Quality research and analytical skills with the ability to recommend approaches to high-level policy issues.
- Competence in drafting policy briefs, guidance documents, submissions and research reports.

- Demonstrated experience developing policy advice and contributing to strategic policy work.
- Conducts research, analysis and evidence gathering to support policy development.
- Contributes to the development of high-quality, evidence-based policy advice and strategic recommendations.

Governance, Risk & Compliance

- Demonstrated skill and capacity to work effectively and with integrity in a Victorian First Peoples' representative body or similar environment.
- Understands governance processes and accountability requirements relevant to policy development and project delivery.
- Maintains high ethical standards and acts with professionalism and integrity.
- Ensures work is undertaken in accordance with organisational policies, procedures and legislative obligations.

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.