First Peoples' Assembly of Victoria

116 Cardigan Street
Carlton VIC 3053

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ABN 51 636 189 412

POSITION DESCRIPTION

Position Title	Treaty Advocate
Reports To	CEO
Name	(TBC)
Direct Reports	Manager(s), Policy and Research
Overview	• The First Peoples' Assembly of Victoria (the Assembly) is the voice of Aboriginal people in Victoria in the next stage of the Treaty process. It is made up of Victorian Traditional Owners, elected by Aboriginal Communities, for Aboriginal Communities, to advance their rights, interests and benefits. • The Assembly works with the State to establish Treaty processes that recognise the sovereignty of the First Peoples of Victoria, support self-determination, and realise human rights, to make Victoria stronger for everyone. • Reporting to the CEO, and supporting the Co-Chairs to lead negotiations, this role is responsible for representing and collaborating across the Assembly and its Traditional Owners and all Victorian Aboriginal Communities to collate their collective needs and reflect and represent their interests with respect to the fair negotiation of Treaty. • This role be responsible for integrating policy and research into the Assembly's negotiation strategy. The position will be supported by a highly skilled, multi-disciplinary team with expertise in the areas of legal, negotiation, policy analysis and research.
Your Duties	**1.** Provide strategic oversight of the Assembly negotiation team and its achievement of targets and milestones. **2.** Ensure the Negotiation Team have access to appropriate resources in line with work priorities and budget and provide accurate reporting on the treaty process to the Assembly Board and Chamber. **3.** Coordinate and provide high level authoritative and strategic advice to the Co-Chairs and Working Group Chairpersons on complex innovative negotiation strategy, policy and research. **4.** Providing and delivering strategic solutions to challenging policy problems. **5.** Building mutually beneficial and collaborative partnerships, including in a cross-cultural context.

Your Skills and experience required	• Experience in leading the development of complex and innovative negotiations strategy and policy, including in a cross-cultural context • Comprehensive knowledge of Victorian Aboriginal Affairs, Landscape, Communities, and Organisations • Experience in senior stakeholder management and solid relationship management skills • In depth understanding of Victorian Government legal and policy requirements and decision-making processes • Exceptional oral and written communication and interpersonal skills • At least 10 years' experience in the provision of strategic policy advice and guidance or project management • A collaborative and respectful approach

	• Strong influencing skills • The ability to synthesise complex information and communicate it simply and effectively • Relevant degree qualified or equivalent experience
Key Selection Criteria	1. Experience in leading the development of complex and innovative negotiations strategy and policy in a cross-cultural context. 2. Experience working in partnership with Aboriginal communities and demonstrable knowledge and sensitivity to the diversity of perspectives, priorities and culture of Traditional Owners and Aboriginal Victorians. 3. Demonstrated experience in providing and delivering strategic solutions to challenging policy problems. 4. Highly developed interpersonal skills, with extensive experience in building mutually beneficial and collaborative partnerships, including in a cross-cultural context. 5. Strong project management, planning and organisational skills and the ability to manage a large and complex work program.
Technical Skills	• MS Office proficiency

Classification	Executive Band 3
Term	Ongoing Subject to Funding
Group/Branch	First Peoples' Assembly of Victoria
Salary Range	$185k (neg) excluding super
Location	116 Cardigan St, Carlton, VIC 3053