



Job Title: Chief of Staff, 6 Month Contract

Reporting to: National Director

Location: Based at any Action Centre. (The role may involve international/interstate/regional travel as required)

Hours: 75 hours per fortnight

Grade: Level 11

Effective Date: 29 August 2023

Position Overview: The Chief of Staff is a pivotal leadership role within the organisation, responsible for providing strategic support to the AMT, developing cross organisational processes, and supporting reporting, monitoring and evaluation that drives strategies to achieve our vision goals. This individual plays a critical role in ensuring the seamless execution of organisational initiatives, fostering effective communication, and driving cross-functional collaboration and decision making. The Chief of Staff operates as a trusted advisor and partner to the AMT, enabling them to focus on high-priority activities by facilitating decision-making processes, and optimising overall organisational performance.

The Chief of Staff is a key enabler of AIA's success, contributing to the achievement of strategic objectives and the cultivation of a high-performance culture. This role requires a dynamic individual who can navigate complex challenges, collaborate effectively, and drive positive change across the organisation.

The Chief of Staff will provide a key project management role and ensure strategic alignment for AMT key activities. The role will act as a crucial integration point to ensure departments and functions at AIA are working well together and progressing towards our strategic goals.

The role will be responsible for producing high quality internal communications and the implementation and adherence to processes and procedures that ensure the smooth running of Amnesty International Australia's operations.

This is a key leadership role that drives strategies to achieve our vision goals.

Main Responsibilities:

- Collaborate with AMT to develop, refine, and communicate AIA's strategic priorities, goals, and initiatives.
- Drive the implementation of strategic plans by coordinating with various departments and teams to ensure alignment and progress.
- Develop robust monitoring and reporting processes to enable reporting on the achievement of strategic milestones and key performance indicators, identifying areas for improvement.
- Serve as a liaison between the AMT and internal/external stakeholders,

ensuring clear and consistent communication.

- Prepare internal communications, including presentations, reports, and updates supporting the flow of information to and from the AMT to and from the broader organisation.
- Build and maintain relationships with key stakeholders, fostering collaboration and positive interactions.
- Conduct research and analysis to provide data-driven insights that support strategic decision-making by the AMT.
- Assist in evaluating potential opportunities, risks, and challenges, offering recommendations to guide decision processes.
- Lead change management efforts to drive organisational transformation, ensuring successful adoption of new strategies, processes, or initiatives.
- Identify potential resistance to change and develop strategies to mitigate such resistance.
- Handle sensitive and confidential information with the utmost discretion and professionalism.
- Supporting AMT members to enable implementation of strategic plans
- Brokering two way feedback and communications between staff and AMT
- Performing role to a high standard within agreed timelines, and in line with AIA's vision and values
- Other tasks within your skills and competence as required

**Essential Qualifications,
Skills and Experience:**

- Exceptional strategic thinking, problem-solving, and decision-making abilities.
- Excellent interpersonal skills, with the ability to influence and build relationships at all levels of the organisation, and gain commitment and buy in from individuals and teams
- Analytical mindset with the ability to synthesise complex information and data into actionable insights.
- Change management expertise and experience leading organisational transformations.
- High level of integrity and professionalism, with a track record of maintaining confidentiality.
- Demonstrated experience in managing projects towards achievement of agreed outcomes, including with external stakeholders
- Highly developed communication skills with a proven ability to craft impactful internal communications (both written and verbal)
- Exceptional organisational skills
- Strong understanding of AIA's Vision and able to champion the organisations strategy, vision and values
- Experience in senior leadership roles and/or working closely with, and advising senior leadership teams
- Strong operational management experience in a not-for-profit environment
- Ability to manage ambiguity
- Understanding of human rights issues and social change methods and tactics, including experience of mass mobilisation, activism and organising techniques
- Demonstrated experience in or commitment to working with rights holders

**Desirable Qualifications,
Skills and Experience:**

- Tertiary qualifications in Project Management, Business, Leadership, Communications or a related discipline.



Key Relationships

- AMT
- National Director
- People and Culture Lead

About Amnesty International Australia

We are an independent, global movement that campaigns courageously for human rights for everyone.

We're ordinary people from all walks of life, using our passion and commitment to bring torturers to justice, change oppressive laws and free people imprisoned just for voicing their opinion.

We're independent of any government, political ideology, economic interest or religion to ensure we can speak out on human rights abuses wherever they occur.

We stand for equality, justice, freedom, and human dignity and uphold these values:

- **Empowerment** – we build people power
- **Persistence** – we are resolute in pursuit of our goals
- **Integrity** – we hold ourselves to the highest standards
- **Courage** – we are fearless in upholding human rights

Everyday we move closer to a world where human rights are enjoyed by all.

Diversity, Inclusion and Wellbeing

We are committed to becoming a diverse, inclusive, safe and anti-racist movement where people thrive. We want to build a movement that is representative of the communities that we work alongside and genuinely values unique expertise and experience.

Diversity and Inclusion

At Amnesty, diversity is about all the differences that exist between people in relation to their Aboriginal and Torres Strait Islander identity, age, caring responsibilities, cultural background, disability, ethnicity, gender identity, religion, sex characteristics, sexual orientation, and socio-economic background. Diversity also recognises the ways that people are different in other respects such as family composition, educational level, geographical location, class, financial status, professional and work experiences, and organisational role.

We strongly encourage people from diverse backgrounds to apply, and specifically people who are Aboriginal and/or Torres Strait Islander and people from culturally and linguistically diverse backgrounds.

Accessibility

We are committed to making reasonable adjustments for candidates with a disability or other access needs during the different stages of the recruitment process. If you require reasonable adjustments to be made at any stage of the recruitment process, please email us at humanresources@amnesty.org.au.

Wellbeing

We are committed to the health and wellbeing of our movement so that we can be more effective in defending human rights. [The mental health and wellbeing of Amnesty staff, volunteers and activists](#) is a key factor in determining the long-term effectiveness and sustainability of our movement.

Learn more about Diversity, Inclusion and Wellbeing at Amnesty



For more information on our diversity, inclusion and wellbeing commitments, please see the following:

[Diversity, Inclusion and Wellbeing Action Plan](#)

[Mental Health and Wellbeing Plan](#)

[Anti Racism Statement](#)

Acceptance

Name: _____

Signature: _____

Date: _____

