



POSITION DESCRIPTION

Position number	Position #
Position title	Project Director
Section/team	Policy
APS level	EL2
Location	Sydney-based (flexible, remote, hybrid work arrangements will be considered)
Reports to	Senior Executive Policy
Employment status/type	Full time Non-ongoing
Full-time equivalent (FTE)	Multiple

About The Australian Human Rights Commission

The [Australian Human Rights Commission](#) works towards an Australian society in which human rights are respected, protected and promoted and where every person is free and equal in dignity and rights.

The Commission's key functions include:

- Access to justice: We help people to resolve complaints of discrimination and human rights breaches through our investigation and conciliation services.
- Fairer laws, policies and practices: We review existing and proposed laws, policies and practices and provide expert advice on how they can better protect people's human rights. We help organisations to protect human rights in their work. We publish reports on human rights problems and how to fix them.
- Education and understanding: We strengthen understanding, acceptance and public discussion of human rights. We deliver workplace and community human rights education and training.
- Compliance: We are the regulator for positive duty laws requiring employers and others to proactively address sexual harassment, sex discrimination and other unlawful conduct.

About the Policy Section

The Policy Section supports our President and seven statutory Commissioners (race, age, sex, disability discrimination; children; Aboriginal and Torres Strait Islander social justice and human rights) to promote awareness and understanding of human rights, conduct research and advocacy, and make recommendations to government to fully implement Australia's human rights obligations. The Policy section also leads the Commission's work on community and NGO engagement, human rights education, prevention of gendered violence, international engagement (through technical cooperation





programs, engagement with other national human rights institutions and United Nations engagement) and partnerships with key government, industry and civil society organisations.

Purpose of the position

The Project Director works closely with the Commissioner to lead a project relating to a particular subject matter, working with key industry and community stakeholders in undertaking consultation and conducting research. The Project Director will work collaboratively with external stakeholder and across the Commission taking an intersectional approach to meeting the project objectives.

Key responsibilities

Strategic Project Management and Leadership

- Provide strategic project management to ensure that all project objectives, milestones and deliverables are met and delivered within the resource allocation available and agreed timeframe
- Monitor project progress and outputs to ensure compliance with the Commission’s obligations in this work with external partners.
- Prepare project progress and closure reports as required.
- Oversee relevant procurement processes and contract management.

Strategic Project and Policy activities

- Provide strategic and high-level advice, to the Commissioner.
- Manage and contribute to research and the preparation of materials to support this work, including trauma-informed consultations and research which may include surveys and focus groups.

Stakeholder Engagement

- Lead the development and maintenance of effective relationships with government, business and civil society and other key stakeholders, including through formal and informal trauma-informed consultations.
- Ensure diverse experiences and intersectional perspectives, including from First Nations, LGBTIQ+, culturally and racially marginalised people, older people, young people and other groups, are specifically consulted and considered in the project.
- Maintain regular communication with project partners.

Key relationships

Internal	External
Commissioner	Project partners
Senior Policy Executive	Peak bodies and academia, business organisations, non-government organisations





Internal	External
Commission's Senior Leadership Team	Diverse stakeholders including victims and survivors of abuse
Director along with other Policy Directors of other teams (peers)	
Corporate Services	
Commissioners	

Key capabilities and role requirements

Australian Public Services (APS) Capability Profile

[EL2 Capability Profile](#)

Experience, qualifications and accreditations

- A Bachelor's degree in law, social sciences or relevant field
- Demonstrated knowledge and understanding of human rights with an intersectional approach
- Demonstrated expertise in conducting research, providing complex policy advice with an intersectional lens.
- Budget and financial management experience, in a complex external funding context and the ability to develop new partnership opportunities.

Strategic Leadership

- Demonstrated capacity for setting strategic direction and achieving outcomes in a human rights, policy or similar context.

Relationships and interpersonal skills

- Demonstrated exceptional relationship management skills which ensure stakeholder interests (domestic and international) are recognised and managed successfully

Communication

- Exceptional communication skills including a demonstrated ability to communicate persuasively, and in a culturally appropriate way with diverse stakeholders and team members.

Professional knowledge and skills

- Project/Program Management skills with a demonstrated ability to deliver effective outcomes.

Other requirements of the position

- Working With Children Check may be required for this role.
- Complete the Commission's mandatory training modules and attendance at workshops
- Comply with the Commission's policies and procedures
- Adhere to the [APS Values, APS Code of Conduct and Employment Principles](#)





- Adhere to Work Health and Safety employee obligations and duties
- Demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct
- Uphold the integrity and independence of the Australian Human Rights Commission

Working at the Commission

The benefits of working at the Commission

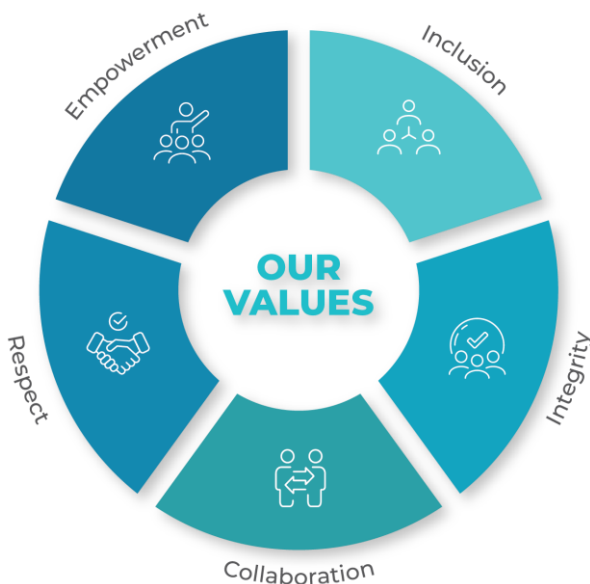
Everyone at the Commission contributes to our goal of an Australian society in which human rights are respected, protected and promoted and where every person is free and equal in dignity and rights. By working with us, you can help to make Australia a better and fairer society for all.

We are passionate about what we do and that passion energises our workplace. You will be part of a friendly, professional, diverse and committed team working together to improve people's human rights.

Your benefits will include: flexible work options; APS remuneration including generous 15.4% superannuation and leave entitlements; learning and development support; a modern office environment with a 4-star green building rating; and wellbeing support. As part of [working in the APS](#) you will have broader opportunities to learn and develop your career. For more information visit [APS EVP Statement](#).

We are committed to a diverse and inclusive workforce that reflects the Australian community. To find out more visit [Life at the Commission](#).

Our values



We seek people who support and model the values and behaviours we promote in our workplace.





How to apply

Go to <https://humanrights.gov.au/about/jobs> For further information visit our website for [application guidelines and eligibility](#).

RecruitAbility applies to this position. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the position if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job.

For more information visit <https://www.apsc.gov.au/recruitability>

Acknowledgement

I have reviewed this position description and accept the requirements and responsibilities of my role. I also commit to performing my role in accordance with the Commission's values, APS values and employment principles. I understand my role may change as agreed between me and my supervisor on a temporary or regular basis according to the needs of my Team and/or Division. If I have any questions regarding my role or responsibilities assigned to me, I will discuss them with my immediate supervisor in the first instance.

I also understand my performance will be assessed in accordance with my position description and duties assigned to me within my annual performance agreement.

Employee Name	Signature	Date

