



POSITION DESCRIPTION

Position number	Position #1025
Position title	Senior Employee Relations & People Risk Advisor
Section/team	Corporate Services / People & Culture
APS level	EL1
Reports to	Director People & Culture
Employment status/type	Full time Ongoing
Full-time equivalent (FTE)	1FTE

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 People & Culture

The People & Culture is the Corporate Services team that leads strategic people & culture programs and operational activities across the entire employee lifecycle, including employee relations, talent attraction and selection, onboarding, talent management, learning and development, organisational development, remuneration and reporting, work health safety, wellbeing and workforce planning.

The People & Culture team is responsible for supporting staff through the employee lifecycle in a way that creates a positive and engaging experience for prospective, new and existing employees.





Purpose of the position

The role provides specialist technical advice on employee relations, work health and safety (WHS), wellbeing and Respect@Work scope of responsibilities. It supports business units by providing evidence-based guidance, risk assessment and interpretation of legislative and policy requirements to inform consistent and compliant decision-making.

The role offers expert advisory input to inform decision making, contribute to consistent, compliant and best practice outcomes. Accountability for decisions, implementation and statutory compliance remains with the Director, People & Culture.

WHS consultation bodies and workplace responsibility roles continue to provide advice, support and assistance, decision-making authority remains with management in accordance with legislative and organisational delegations.

Key responsibilities

Employee Relations

- Provide timely and industrially compliant advice to managers and employees on a broad range of employee relations matters, supporting the fair, impartial and consistent application of the Commission's Enterprise Agreement and the APS employment framework.
- Manage complex and sensitive ER matters end -to end, including performance, conduct, grievances and investigations
- Provide strategic coordination and advice to support the negotiation, endorsement and implementation of the Commission's Enterprise Agreement, working in partnership with the Director, People & Culture and in alignment with the Chief Operating Officer as Chief Negotiator, to facilitate constructive engagement with employees and employee representatives.
- Develop, maintain and review Employee Relations and broader people risk frameworks, including policies, procedures, guidance and supporting materials, providing assurance on their effectiveness, currency and legislative compliance.
- Lead the development, consultation and rollout of people policies and procedures, providing advice on compliance with the Enterprise Agreement, APS legislation, regulations and industrial instruments.
- Support the Director, People & Culture to ensure the Commission's Enterprise Agreement complies with Australian Public Service Commission service-wide bargaining requirements and Fair Work Commission lodgement obligations.

Work Health & Safety (WHS)

- Oversee the day-to-day operation and continuous improvement of the Commission's health and safety (WHS) framework, providing advice and support to ensure the effective implementation of WHS obligations
- Lead the integration and ongoing management of WHS risk assessments into the Commission's enterprise risk management framework, providing strategic advice on risk controls and mitigation strategies to support compliance with the Work Health and Safety Act 2011 and associated regulations.
- Develop, maintain and review WHS frameworks, including policies, procedures, guidance and supporting materials, providing assurance on their effectiveness, currency and legislative compliance.





- Coordinate and support the network of Health and Safety Representatives, Wellbeing and Respect Officers, Mental Health Officers, First Aid Officers, and Fire and Emergency Wardens, ensuring roles are clearly defined, appropriately trained and effectively supported to contribute to workplace health and safety outcomes.
- Facilitate effective consultation with workers through the WHS Committee, ensuring the Committee operates as a consultative and advisory body in accordance with legislative requirements and provides support, input and assistance to the Commission Leadership on WHS decision-making.
- Provide expert advice and secretariat support to the WHS Committee, including preparation of papers, analysis of issues and follow-up of agreed actions, noting that decision-making authority remains with leadership.
- Analyse WHS data, trends and insights to identify workplace risks and provide evidence-based advice on mitigation strategies, control effectiveness and defensible decision-making, informing reporting, risk management and continuous improvement initiatives.
- Coach and uplift managers on navigating ER & WHS issues, embedding early intervention and consistent practice

Wellbeing

- Design, implement and manage the Commission's wellbeing initiatives, providing advice on priorities, effectiveness and alignment with APS expectations.
- Manage the Commission's Employee Assistance Program (EAP) provider relationship, monitoring utilisation and effectiveness and providing advice on opportunities to strengthen the Commission's overall wellbeing approach.

Psychological Safety and Psychosocial Hazards

- Lead and manage psychosocial risk assessment processes, including hazard identification, risk assessment and implementation of control measures, and provide advice to the Director, People & Culture on emerging risks and mitigation strategies.
- Support the Director, People & Culture to ensure the Commission's approach to psychosocial hazards meets legislative requirements and contemporary regulatory expectations.
- Work collaboratively with Health and Safety Representatives and Division Heads to identify psychosocial hazards across the organisation and develop systematic approaches to monitoring, reporting and continuous improvement.
- Build manager capability by developing guidance and providing advice on the early identification of psychosocial risks and the timely, respectful and appropriate management of issues as they arise.

Respect@Work

- Support the implementation of the Commission's Respect@Work framework, providing expert advice to the Director, People & Culture on compliance, risk management and continuous improvement.
- Partner with Senior Leaders to progress endorsed Respect@Work actions, embedding respectful, ethical and professional behaviours across the organisation.





Key relationships

Internal	External
Corporate Services	Attorney General's Department
Chief Operating Officer	Australian Public Service Commission
Other Senior Leadership Team members	Safe Work Australia

Key capabilities and role requirements

Australian Public Services (APS) Capability Profile

[EL1 Capability Profile](#)

Professional knowledge and skills

- Demonstrated high-level technical expertise in Employee Relations, including application of relevant legislation, frameworks and best practice.
- Proven ability to manage complex and sensitive employee relations matters, including workplace investigations, exercising sound judgement and providing defensible advice.
- Ability to interpret and apply legislation, policy and organisational frameworks to provide clear, pragmatic advice to support decision-making.
- Strong understanding of work health and safety (WHS) legislative frameworks and their practical application within organisational and enterprise risk contexts.
- Demonstrated ability to contribute to the development, continuous improvement and assurance of people-related frameworks, policies and guidance materials.
- Demonstrated experience with designing WHS and wellbeing programs and initiatives.
- In-depth knowledge of the *Australian Public Service Act 1999*, *Work Health and Safety Act 2011*, *Fair Work Act 2009* and other relevant industrial instruments.

Experience, qualifications and accreditations

- Tertiary qualifications in Human Resources, Industrial/Employer Relations or Work Health and Safety.
- Demonstrated experience across the APS or Government.

Relationships and interpersonal skills

- Demonstrated ability to engage with leaders and staff at all levels.
- Highly effective interpersonal skills, analytical and conceptual capabilities.

Communication

- Excellent communication skills, with the ability to present complex information to a diverse audience.
- Ability to present complex information in reports and briefings in a succinct manner.

Other requirements

- Completion of the Commission's mandatory training modules and attendance at workshops.
- Compliance with the Commission's policies and procedures.
- Adherence to the [APS Values, APS Code of Conduct and Employment Principles](#).
- Adherence to Work Health and Safety employee obligations and duties.





- Compliance with positive duty requirements through [Respect@Work](#).
- 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

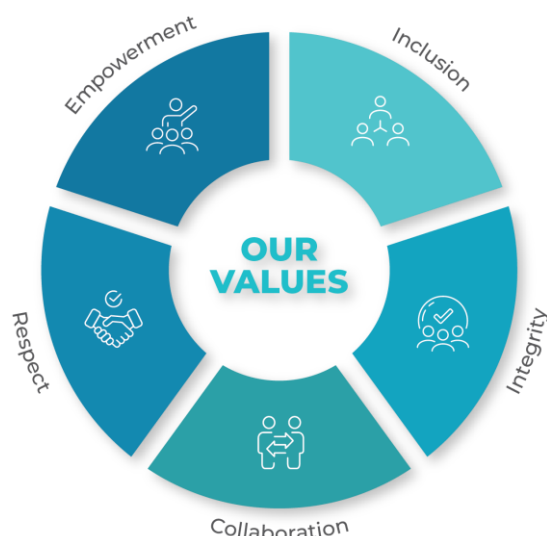
The benefits of working at the Commission

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](#).



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

