



POSITION DESCRIPTION

Position number	Position #
Position title	Program Officer
Division/team	International Engagement
APS level	APS6
Location	Sydney/Remote
Reports to	Director, International Engagement
Employment status/type	Full time Non ongoing
Full-time equivalent (FTE)	1

About The Australian Human Rights Commission

The [Australian Human Rights Commission](#) ('the Commission') is Australia's national human rights institution. We work towards an Australian society in which human rights are respected, protected and promoted – where every person is free and equal in dignity and rights.

We work to promote and protect the human rights of everyone in Australia:

- Through advising all arms of government and a range of public and private institutions.
- Contributing to stronger law, policy and practice; delivering an accessible and effective investigation and conciliation service.
- Engaging inclusively with civil society, communities and the private sector.
- Raising human rights awareness and providing human rights education.
- Working with partners to build a stronger culture of respect for human rights.

About the International Engagement Team

The International Engagement Team advances human rights globally through strategic international partnerships. The team delivers human rights technical cooperation initiatives, generally supported by funding from the Department of Foreign Affairs and Trade. These initiatives are designed to strengthen human rights capacity across diverse domains, including human rights treaty reporting and implementation, human rights education, and key thematic areas such as business and human rights, artificial intelligence and human rights, and rights of older people.

Purpose of the position

The Senior Program Officer will support the planning, implementation, monitoring, and evaluation of human rights technical cooperation programs. They will work closely with internal and international stakeholders to ensure programs align with organisational objectives, meet grant requirements, and achieve sustainable outcomes.





Key responsibilities

Project Management

- Support the design, planning, and delivery of human rights technical cooperation programs in alignment with the organisational and team strategy.
- Collaborate with overseas partners to develop work plans, budgets, and monitoring frameworks for program activities.
- Assist with program implementation, continuously improving initiatives to enhance program outcomes.

Stakeholder Engagement

- Build and maintain relationships with partners, donors, other government agencies and development partners.
- Represent the organisation in external forums, meetings, and conferences.

Risk Management and Compliance

- Monitor program activities to ensure adherence to timelines, quality and compliance standards, and budget constraints.
- Assist in identifying program risks and propose mitigation strategies to address challenges.

Capacity Building and Strategic Support

- Support the design and delivery of training and capacity-building initiatives for overseas partners.
- Supervise contractors, consultants, and junior staff with specific tasks, providing mentorship and guidance.
- Support a culture of collaboration, innovation, and continuous learning within the team.
- Contribute to the identification and development of proposals for new international projects, in consultation with senior staff.

Key relationships

Internal	External
Director and team, International Engagement	Overseas partners
Senior Director, Human Rights Education, Partnerships and Projects	Department of Foreign Affairs and Trade
Other internal teams as relevant to the work	Other development partners

Key capabilities and role requirements

Australian Public Services (APS) Capability Profile

[APS6 Capability Profile](#)





Professional knowledge and skills

- Solid knowledge of program management, including planning, implementation, and monitoring.
- Experience in applying evaluation frameworks to assess program effectiveness.
- Ability to develop and sustain relationships in challenging cross-cultural settings.

Experience, qualifications and accreditations

- Experience in supporting international aid and development programs, including cross-cultural engagement.
- Experience in program design, implementation, and monitoring in complex, multi-stakeholder environments.
- Understanding of human rights, Gender Equality, Disability and Social Inclusion (GEDSI), and sustainable and locally-led development principles.
- Experience facilitating training sessions and delivering clear presentations.
- Qualification in International Development, Human Rights Law, or related field (desirable).
- Familiarity with Southeast Asia and DFAT-funded programs (desirable).

Leadership and management

- Ability to provide guidance to contractors, junior staff, and program participants.
- Ability to take a flexible and adaptable approach to responding to change, supporting team objectives and contributing to a collaborative and positive culture.
- A commitment to innovation and continuous improvement in program delivery.

Relationships and interpersonal skills

- Strong relationship management skills to support effective partnerships.
- Excellent written and verbal communications skills, with an ability to communicate in plain English, and in culturally appropriate and accessible ways to diverse audiences.

Other requirements

- Regular travel to program sites
- 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

How you can contribute to our purpose

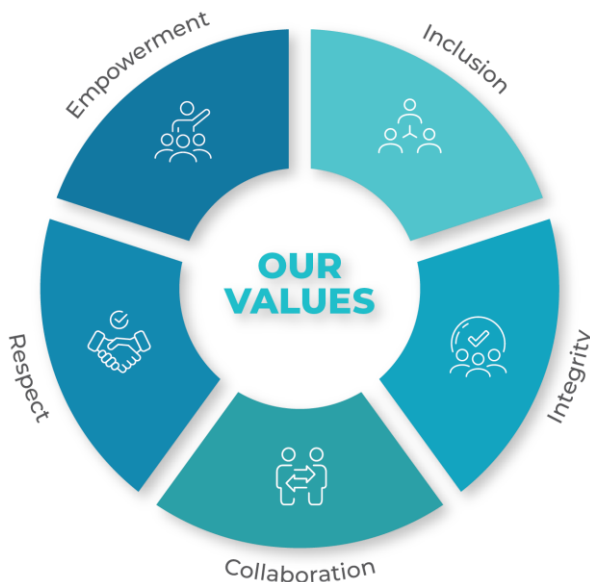
Every team member at the Commission contributes to our goal of an Australian society in which human rights are respected, protected and promoted – where every person is free and equal in dignity and rights.





We are passionate about what we do, and that passion energises our workplace culture, staff wellbeing and engagement. We are committed to a diverse and inclusive workforce that reflects the Australian community ultimately leading to improved service delivery and an inclusive community for us all. 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.

Our Employee Value Proposition

As a valued employee of the Commission benefits include: a modern work environment with a 4-star green building rating; learning and development; flexible work options; and wellbeing support. To find out more visit [Working at the Commission](#).

As an employee of the APS you will also benefit from a role that provides: purpose and meaning; opportunities to learn and grow; community and belonging; flexibility and balance; conditions and lifestyle. For more information visit [APS EVP Statement](#).

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

