



POSITION DESCRIPTION

Position number	PN 1381
Position title	Project Team Leader (Financial Elder Abuse Action Collaborative Project), Age Discrimination Team
Section/team	Policy
APS level	EL1
Location	Sydney
Reports to	Director, Age Discrimination Team
Employment status/type	Full Time Part 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 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, 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 Team Leader, Financial Elder Abuse Action Collaborative works closely with the Director, Age Discrimination Team and Age Discrimination Commissioner to lead a project which will establish





the 'Financial Elder Abuse Action Collaborative' (Action Collaborative), a working group of key industry and community stakeholders to identify and coordinate actions that can be taken by participating organisations and others to prevent and respond to financial elder abuse. The Project Team Leader works collaboratively with external stakeholder and across the Commission taking an intersectional approach to meeting the project objectives, timelines and deliverables.

Key responsibilities

Strategic Project Management

- Provide strategic leadership and effective project management to ensure all project objectives, milestones and deliverables are achieved within agreed timeframes and resource allocations.
- Oversee project budgets, procurement activities and financial management in line with organisational requirements.
- Identify, assess and actively manage project risks and issues.
- Ensure compliance with relevant contractual obligations, legislation, policies, governance frameworks and project reporting requirements.

Strategic Policy, Research and Evaluation activities

- Provide strategic and high-level advice, planning and coordination to identify key policy issues and drive action on priority areas for leadership by the Age Discrimination Commissioner and Action Collaborative.
- Lead the design and delivery of key activities and outputs relating to the Action Collaborative including roundtables, research, consultations and policy documents.
- Oversee the development of guidance materials, education resources, media communications and other outputs as relevant.
- Develop and implement monitoring and evaluation frameworks to assess project effectiveness, outcomes and impact.

Stakeholder Engagement

- Lead the establishment and ongoing operation of the Action Collaborative.
- Build, maintain and manage complex stakeholder relationships at senior levels across government, financial institutions, peak bodies, civil society and other key partners
- Ensure diverse experiences and intersectional perspectives, including from First Nations, LGBTIQ+, CALD, older people and other groups, are specifically included and considered in the project.

Leadership

- Lead a small, high-performing project team, fostering an inclusive and collaborative culture.
- Contribute to the broader priorities and work of the Age Discrimination Team and the Commission as required.

Other requirements of the position

- 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

Key relationships

Internal	External
Age Discrimination Commissioner	Attorney-General's Department
Senior Policy Executive	Peak bodies and academia
Commission's Senior Leadership Team	Business organisations
Policy Directors of other teams (peers) esp. Director of the Age Discrimination Team	Non-Government Organisations
Corporate Services	Philanthropic Organisations
Commissioners	

Key capabilities and role requirements

Australian Public Services (APS) Capability Profile

[EL1 Capability Profile](#)

Experience, qualifications and accreditations

- A Bachelor's degree in law, social sciences or relevant field.
- Demonstrated experience, knowledge and understanding of human rights, the rights of older persons and/or financial abuse highly regarded.

Strategic project management

- Strong project and/or program management expertise, with demonstrated ability to deliver complex initiatives within agreed timeframes, scope and resources.
- Demonstrated experience in project procurement and supplier/contract management, including for the delivery of research, consultations or complex project activities.
- Proven budget and financial management experience, including managing externally funded projects and identifying or developing partnership opportunities.





Strategic Research, Evaluation and Policy Activities

- Demonstrated experience designing and delivering research, policy development and consultation activities.
- Experience designing and delivering research, consultations, policy development activities and evaluation frameworks.

Stakeholder engagement

- Demonstrated experience in bringing together and managing cross-sector stakeholders, including establishing and leading collaborative groups, partnerships or networks to drive shared outcomes.
- Highly developed relationship management skills, with the ability to engage, influence and manage expectations of senior stakeholders across government, industry and civil society,

Communication

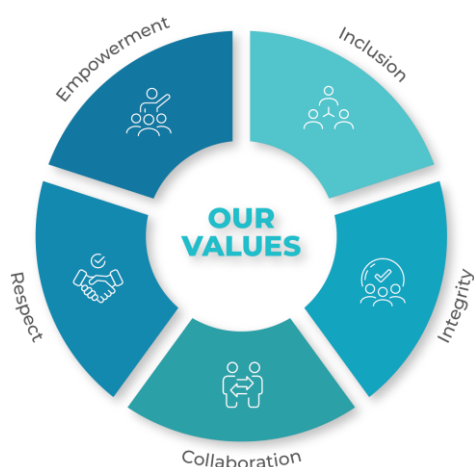
- Exceptional written and verbal communication skills, including the ability to provide clear, strategic and persuasive advice to senior executives and external stakeholders.
- Demonstrated ability to communicate effectively and appropriately with diverse audiences, including in culturally and socially sensitive contexts.

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](#).



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

