



POSITION DESCRIPTION

Position number	Position #1247
Position title	Communications Assistant
Division/team	Strategic Communications
APS level	APS4
Location	Location
Reports to	Director, Strategic Communications
Employment status/type	Part time Non ongoing
Full-time equivalent (FTE)	0.60

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 Strategic Communications Team

The Strategic Communications Team works with internal and external stakeholders to positively influence debate about, and raise public awareness of, human rights in Australia in everything we do. Our goal is to educate, inform and uphold the Commission's reputation as a trusted and respected institution.

We are responsible for the Commission's media liaison, websites, social media channels, electronic newsletters, events, publishing and brand identity. Across the team we have professionals with diverse experience including journalism, public relations, graphic design, web content strategy, marketing and events.

Purpose of the position

This diverse role will provide communication support, provide administrative support to the Strategic Communications Team and respond to internal and external enquiries.





Key responsibilities

Administrative support

- Managing the team mailbox including assessing and writing responses to enquiries from the public or referring for action as required.
- Procurement of suppliers for the team, including gathering quotes and record keeping.
- Monthly credit card reconciliation.
- Managing copyright requests.
- Organise travel and accommodation requests as required.
- Managing and distributing AHRC merchandise and marketing equipment.

Communications and event support

- Assist in writing engaging communications for various channels including EDM, social media, intranet, internal newsletter and website content.
- Publishing news and events content on the intranet using SharePoint Online.
- Working with the Director to provide communication support to areas across the Commission.
- Provide event management support and logistics coordination for Commission events as required.
- Updating the Commission website as required.

Key relationships

Internal	External
Strategic Communications Team	Suppliers e.g. photographers, caterers
Finance Team	Event participants
Policy Teams	
National Information Service Team	

Key capabilities and role requirements

Australian Public Services (APS) Capability Profile

[APS4 Capability Profile](#)

Professional knowledge and skills

- Good organisational and administrative skills including technology/computer skills and the ability to work with minimal supervision, to set priorities and to meet deadlines.
- Excellent written communication skills, including the ability to write clearly and effectively, for a wide range of audiences and formats.
- Experience in writing engaging content for social media platforms and experience in the use of analytics to measure the effectiveness of social media activity.
- Experience in event planning or event coordination.





Experience, qualifications and accreditations

- Experience or familiarity with CMS systems e.g. Drupal.
- Experience in social media management platforms e.g. Loomly, Hootsuite
- Experience in email marketing platforms e.g. Mailchimp
- Experience with Adobe Creative Suite, Canva or other multimedia editing software.
- Tertiary qualifications in a relevant discipline e.g. communications, journalism, marketing or equivalent professional experience.

Relationships and interpersonal skills

- Build and sustain positive relationships with team members, other teams, colleagues and suppliers.
- Communicate sensitively and effectively with people from a range of backgrounds.
- Responsive to the needs of the team; clarifies expectations and deadlines; keeps relevant people informed on progress; provides courteous, prompt and professional service to colleagues and stakeholders.

Communication

- Excellent written communication skills, including the ability to write clearly and effectively, for a wide range of audiences.
- Confidently present messages in a clear, concise and articulate 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

How you can contribute to our purpose

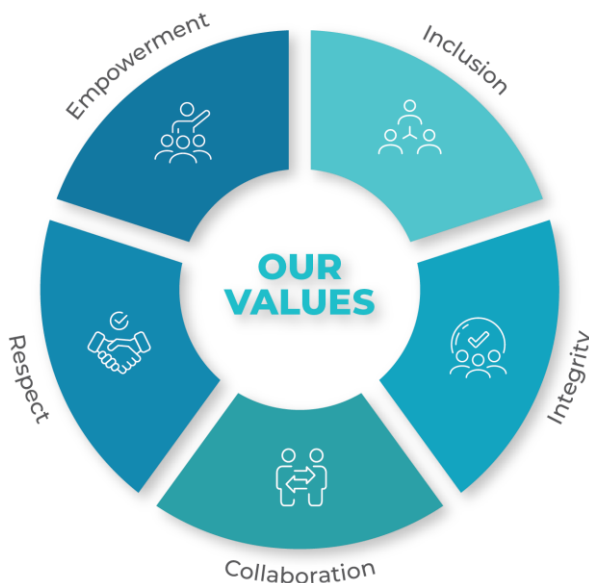
Every team member at the Commission contributes to our goal of an Australian society in which human rights are respected, protected and promoted – where every person is free and equal in dignity and rights.

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

