



POSITION DESCRIPTION

Position number	Position #1435
Position title	Deputy Policy Director
Division/team	Policy Division
APS level	EL2+
Location	Sydney, or remote
Reports to	Senior Policy Executive – Human Rights and Strategy
Employment status/type	Full time Part Time Fixed term
Full-time equivalent (FTE)	1.00

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 Policy Division

The Policy Division 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, make recommendations to government to fully implement Australia's human rights obligations and engage in United Nations human rights mechanisms.

The Policy Division also works collaboratively with the Commission's Projects, Partnerships and Education Division on community and NGO engagement, human rights education, international engagement (through technical cooperation programs and engagement with other national human rights institutions) and partnerships with key government, industry and civil society organisations.





Purpose of the position

Working closely with the Senior Policy Executive (SPE), the Deputy Director – Policy provides strategic and operational leadership and coordination across the Policy Division to support the Commission's statutory functions, strategic priorities and organisational objectives.

The role leads the effective delivery of policy, research and strategic projects, strengthens organisational capability and workforce agility, and drives collaboration across policy teams and Commission functions. As the deputy to the SPE, the position provides leadership continuity, exercises delegated authority, and contributes to the strategic direction, governance and performance of the Policy Division.

The role is critical to fostering a coordinated "one Commission" approach across the policy division that ensures that our work is collaborative and intersectional.

Key Responsibilities

Strategic Leadership and Governance

- Support the SPE in the strategic leadership, management and performance of the Policy Division.
- Contribute to the development, coordination, implementation and monitoring of divisional and organisational strategies, priorities and work plans.
- Promote a coordinated "one Commission" approach to policy development, project delivery and organisational decision-making.
- Exercise delegated authority and decision-making responsibilities in accordance with Commission policies and governance frameworks.
- Act on behalf of the SPE during periods of leave or absence, reporting to the Chief Executive, and provide leadership continuity across the Policy Division.

Policy Leadership and Advice

- Contribute to the delivery of high-quality policy, research and advocacy activities that support the Commission's statutory functions and strategic priorities.
- Provide authoritative advice to the President, Commissioners, SPE and Senior Leadership Team on complex and sensitive policy issues.
- Oversee the development, coordination and quality assurance of submissions, reports, consultation responses, correspondence and other strategic policy products.
- Monitor emerging policy, legislative and regulatory developments and identify implications, opportunities and risks for the Commission.





People Leadership and Workforce Capability

- Lead and manage staff on projects and certain roles as delegated, ensuring high performance, accountability and employee engagement.
- Work with the SPE to develop and implement workforce planning strategies that maximise organisational capability and flexibility.
- Support the effective deployment of resources across teams to respond to emerging priorities and business needs.
- Foster a culture of collaboration, inclusion, innovation and continuous improvement.
- Coach, mentor and develop staff and support leadership capability across the Policy Division.

Project and Program Leadership

- Oversee significant policy projects, strategic initiatives and externally funded programs.
- Lead cross-Commission working groups and collaborative projects to achieve organisational priorities.
- Ensure projects are effectively governed, appropriately resourced and delivered within agreed timeframes and budgets.
- Monitor project outcomes and drive continuous improvement in policy and organisational practices.

Stakeholder Engagement and Influence

- Build and maintain productive relationships with Commissioners, government agencies, civil society organisations, academic institutions, business stakeholders and other partners.
- Represent the Commission in high-level forums, consultations, working groups and stakeholder engagements.
- Influence policy development and organisational outcomes through effective communication, negotiation and relationship management.

Organisational Improvement and Coordination

- Work with the Senior Policy Executive to strengthen consistency, collaboration and knowledge sharing across policy teams.
- Oversee shared divisional functions, including correspondence coordination, website governance, internship programs and capability development initiatives.
- Identify opportunities to improve systems, processes and ways of working across the Policy Division and the Commission.





Key relationships

Internal	External
Senior Policy Executive	Government Departments (Federal). Attorney-General's Department
Chief Executive Officer (including when reporting directly when acting as Senior Policy Executive)	Office of the High Commissioner for Human Rights and other United Nations agencies
President and Commissioners	Peak bodies and Academia
Commission's Senior Leadership Team	Business organisations
Policy Directors of other teams (peers)	Non-Government Organisations
Corporate Services	Philanthropic Organisations
Policy staff	

Key capabilities and role requirements

Australian Public Services (APS) Capability Profile

This role is mapped against the APS [EL2 Capability Profile](#) as follows.

Professional knowledge and skills

- Human Rights and Public Policy Expertise - Demonstrated experience applying human rights principles, legal frameworks and public policy expertise to complex policy, research, advocacy or regulatory issues, including the provision of authoritative strategic advice to senior decision-makers.
- Understanding of Australia's international human rights obligations and the role of National Human Rights Institutions.

Experience, qualifications and accreditations

- Relevant tertiary qualifications in law, public policy, political science, human rights, social sciences or a related discipline.
- Experience leading complex projects, programs and organisational initiatives, including managing competing priorities, allocating resources, managing risk and delivering outcomes in a dynamic environment.

Strategic Leadership and Organisational management

- Strategic leadership in a complex environment, including translating organisational priorities into operational outcomes, leading change, and contributing to organisational planning, governance and performance.





- Success leading and developing high-performing teams, fostering inclusive and collaborative workplace cultures, and implementing workforce planning and capability-building initiatives.

Stakeholder Engagement

- Highly developed interpersonal, negotiation and relationship management skills, with the ability to build credibility, influence outcomes and establish productive partnerships across government, civil society, academia and other stakeholder groups.

Executive Communication and Judgement

- Exceptional written and verbal communication skills, including the ability to prepare and quality-assure complex reports, submissions and briefing materials, exercise sound judgement, and make evidence-based decisions on sensitive and high-profile issues.

Other requirements

- 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.

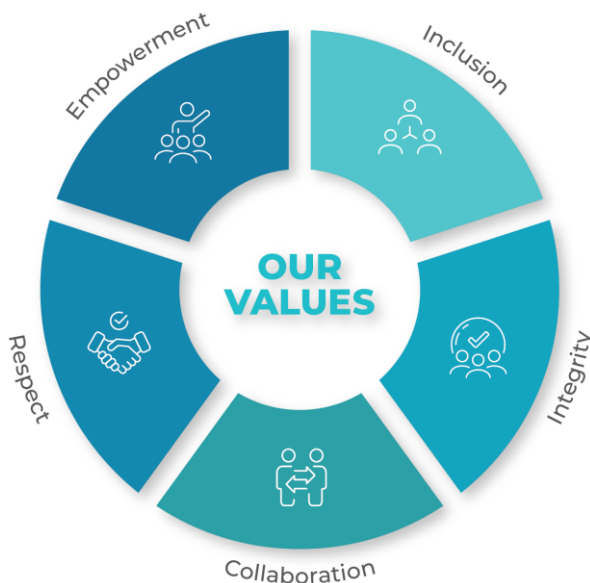
Your benefits will include: flexible work options; APS remuneration including generous 15.4% superannuation and leave entitlements; learning and development support; a modern office environment with a 4-star green building rating; and wellbeing support. As part of [working in the APS](#) you will have 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

