



POSITION DESCRIPTION

Position number	Position # 1034
Position title	Executive Assistant to the President
Division/team	Executive
APS level	APS 4
Location	Sydney-based, onsite role
Reports to	President
Employment status/type	Full time Ongoing
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 the President's Office

The [President's Office](#) supports the Commission's President in leading the Commission and coordinating the work of the 7 Commissioners (Aboriginal and Torres Strait Islander Social Justice, Age, Race, Sex, Disability, Children and Human Rights). The Office supports the President to promote understanding, acceptance and public discussion of human rights and to make submissions to government and parliamentary inquiries on human rights issues. The Office supports the Commission's engagement with government, parliament, civil society, Australian communities and international bodies.





Purpose of the position

The Executive Assistant to the President provides executive assistance including diary management, visitor support, travel arrangements, record management and coordinating communication and actions. The Executive Assistant also provides administrative and secretariat support for key projects and meetings and supports event management including logistics for internal and external events. This role requires the ability to provide onsite Sydney based executive assistance and visitor coordination.

Key responsibilities

- Manage the President's diary.
- Coordinate and support internal and external meetings including bookings, room set up, meeting visitors and arranging catering.
- Manage the President's travel arrangements including bookings and acquittal of travel expenses.
- Manage records relating to the President's Office.
- Administer procurement activities, payment of invoices and acquittal of expenditure.
- Manage incoming and outgoing correspondence from the President's Office.
- Work collaboratively with other Executive Assistants to review, streamline and enhance administrative processes across the Commission.
- Prepare correspondence, send correspondence, receive and triage phone calls and emails and take minutes of meetings.
- Maintain administrative systems and processes to ensure consistency and quality in executive support services.
- Liaise with Commissioners and staff and external agencies to ensure good communication flows and prioritisation of issues requiring the President's action
- Assist with logistics for major Commission meetings and events.
- Provide administrative support for projects and committees.

Key relationships

Internal	External
Chief Executive	Attorney Generals Department and other government agencies
Commission Executive Assistants	State and territory human rights agencies
Senior Leadership Team	Stakeholders and Partners
Commissioners	International human rights bodies





Key capabilities and role requirements

Australian Public Services (APS) Capability Profile

[APS4 Capability Profile](#)

Professional knowledge and skills

- Experience in providing executive assistant support and building and sustaining effective internal and external relationships
- Excellent organisation and information technology skills
- Understanding of government processes and awareness of contemporary human rights issues

Relationships and interpersonal skills

- Demonstrated professionalism, sound judgement, discretion and confidentiality, initiative, integrity, resilience and a commitment to continuous improvement
- Excellent interpersonal and teamwork skills

Communication

- Sound written communication skills, including the ability to write clearly and effectively for a wide range of audiences and in various styles
- Excellent oral communication skills, including the ability to liaise confidently with politicians, senior officials, members of the legal profession and communicate sensitively and effectively with people from a range of backgrounds

Other requirements

- Complete the Commission's mandatory training modules and 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.

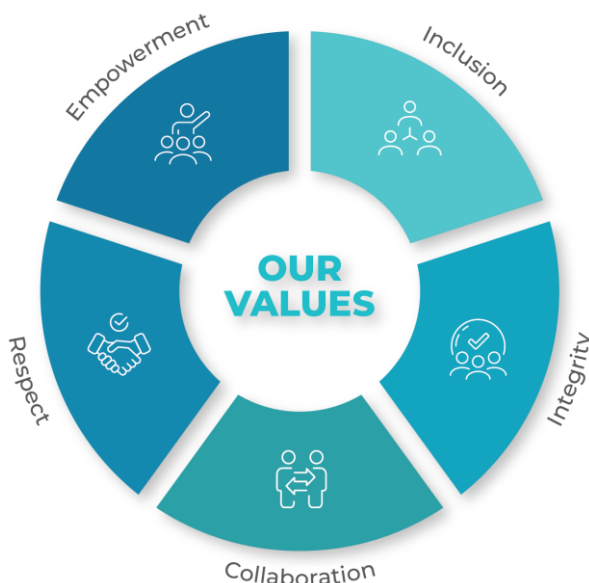




Your benefits will include: flexible work options; APS remuneration including generous 15.4% superannuation and leave entitlements; learning and development support; a modern office environment with a 4-star green building rating; and wellbeing support. As part of [working in the APS](#) you will have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

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

