



POSITION DESCRIPTION

Position number	Position 1441
Position title	Policy Officer
Division/team	Children's Rights Team
APS level	APS 6
Location	Sydney
Reports to	Director Children's Rights
Employment status/type	Full time Part time Ongoing Non ongoing
Full-time equivalent (FTE)	1.00

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 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, 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

This position will work closely with the National Children's Commissioner and the Director of the Children's Rights Team in delivering strategic and operational priorities, coordinating key activities, fostering stakeholder relationships, contributing to the successful delivery of team projects and initiatives. The role involves direct engagement with children and young people.



Key responsibilities

Supports the National Children's Commissioner

- Support the National Children's Commissioner and Director of the Children's Rights Team through:
 - directly engaging with children and young people
 - contributing to the priorities and core work of the Children's Rights Team
 - providing written research briefings on current and emerging issues impacting on children's rights and identified priority areas
 - drafting of statutory reports, project reports, submissions to domestic and international inquiries
 - drafting speeches, presentations, correspondence, media releases and social media posts
 - liaising with representatives from government, non-government organisations, civil society in identified children's rights priority areas
 - supervising staff and and interns (where required) with the ability to set priorities, manage time effectively, respond flexibly to changing work demands and to meet deadlines.
 - providing budget support to the National Children's Commissioner and Director Children Rights, including processing paperwork, and reconciling accounts
 - supporting the maintenance of the Children's Rights Team web content (including development of new web content, repurposing of web content, updating links, ensuring content meets accessibility standards), using a website management system.
- Contribute to the broader priorities and work of the Commission as required.
- Other duties as directed by the National Children's Commissioner and Director of the Children's Rights Team.

Key relationships

Internal	External
President, the National Children's Commissioner, and other Commissioners	Department of Social Services, AGD and other government agencies
Policy Group Directors	Non-government organisations, including universities
Commission staff on intersectional work	Child Rights Peak bodies
Children's Rights Team	General public through inbox correspondence



Key capabilities and role requirements

Australian Public Services (APS) Capability Profile

[APS6 Capability Profile](#)

Experience, qualifications and accreditations

- Relevant tertiary qualifications.
- Sound knowledge and understanding of contemporary issues relating to the wellbeing of children and their families, including children's rights and child safety is essential.
- Strong understanding of the *United Nations Convention on the Rights of the Child* with the ability to embed child rights principles into policy and practice is essential.
- Experience consulting and engaging directly with children and young people to inform policy development is essential.
- Experience in researching, analysing and synthesising information from diverse sources to identify trends, inform policy, and support strategic objectives.
- NSW Working With Children Check.
- Ability to travel domestically.

Communication skills

- Excellent written and oral communication skills, including the ability to write clearly and effectively for a wide range of audiences and in various styles, including reports, submissions to government inquiries and international treaty bodies as well as speeches and correspondence.

Project management

- Sound organisational and project management skills with the ability to set priorities, manage time effectively and to meet deadlines, including supervision of staff and interns (where required).

Stakeholder management

- Ability to liaise with representatives from government, non-government organisations, civil society in identified children's rights priority areas.
- Ability to work collegiately with internal stakeholders across the Commission to achieve the strategic goals of the Commission, and in the delivery of key Commission priorities.

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.



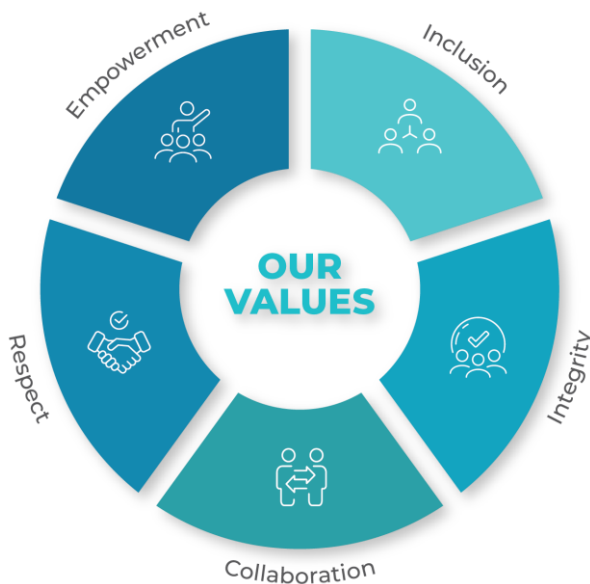
Working at the Commission

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