



POSITION DESCRIPTION

Position number	Position # 1022
Position title	People & Culture Officer
Section/team	Corporate Services / People & Culture
APS level	APS 4
Location	Sydney
Reports to	Director People & Culture
Employment status/type	Full 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. Together 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 People & Culture

The People & Culture team is a small team that leads strategic programs and operational activities across the entire employee lifecycle. The team manages programs and provides expert advice across a range of people and culture activities including employee relations, talent attraction and selection, onboarding, talent management, learning and development, organisational development, remuneration and reporting and workforce planning.

The People & Culture team is responsible for supporting staff through the employee lifecycle in a way that creates a positive and engaging experience for prospective, new and existing employees.

Purpose of the position

The People & Culture Officer provides administrative and coordination support to the People & Culture team. Supporting activities including recruitment, onboarding, learning and development, work health and safety and support of various programs and initiatives across the employee lifecycle.

The role demands well developed administration and coordination skills with the ability to manage competing priorities.





Key responsibilities

Recruitment and selection

- Working collaboratively within the P&C team and with hiring managers to provide recruitment and selection administration and coordination support to ensure an effective recruitment and selection process.
- Undertake administrative tasks to support the end to end of the recruitment and selection process including job postings, candidate administration and preparation of employment contracts and supporting documentation.
- Ensuring accurate completion of new employee documentation to support new starter setup and compliance with payroll requirements.

Onboarding

- Working collaboratively within the P&C team and with hiring managers to co-ordinate the onboarding of new employees.
- Support the administration and management of the Commission's onboarding program and portal.

Learning and development

- Support the co-ordination and administration of the Commission's learning and development program and Learning Management System (LMS).
- Maintaining records of training attendance and completion through administration of the LMS.
- Supporting the analysis of training needs to support the development of an annual training program.
- Support the development and implementation of system improvements.

Work health and safety

- Provide administrative support as required including arranging WHS committee meetings and taking minutes.
- Provide administrative support in regard to work health safety activities and program delivery.

Other

- Provide general administrative assistance to the Director People & Culture and team as required.
- Participate in the development of human resource programs, policies, practices and procedures.
- Support the administration of the Commission's HR SharePoint page/s.
- Ensure documents are accurately maintained in the Commission Corporate Knowledge Hub. Including ensuring policy review timeframes are adhered to.
- Support the preparation of adhoc reports and metrics as required.

Key relationships

Internal	External
Corporate Services	Attorney General's Department





Internal	External
Senior Leadership Team	Australian Public Service Commission
Directors and Section Heads	

Key capabilities and role requirements

Australian Public Services (APS) Capability Profile

[APS4 Capability Profile](#)

Professional knowledge and skills

- Understanding of the relevant Australian Public Service human resources legislation policies and procedures
- Knowledge of contemporary human resource practices and procedures

Experience, qualifications and accreditations

- Demonstrated administrative experience and organisational ability
- Experience in providing HR administrative support

Administrative skills

- Ability to meet deadlines while displaying accuracy and attention to detail
- Sound ICT skills and ability to explore functionality and system improvements
- Well-developed planning and organisational skills and with ability to manage multiple activities whilst ensuring accuracy
- High attention to detail in the preparation of employment documentation

Relationships and interpersonal skills

- Ability to work independently and as part of a team
- Ability to build constructive workplace relationships to ensure team effectiveness and cohesion

Communication

- Excellent verbal and written communication skills with an ability to engage with diverse stakeholders and liaise with staff from diverse backgrounds
- Ability to collate concepts and thoughts to contribute to the development of research and reports

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





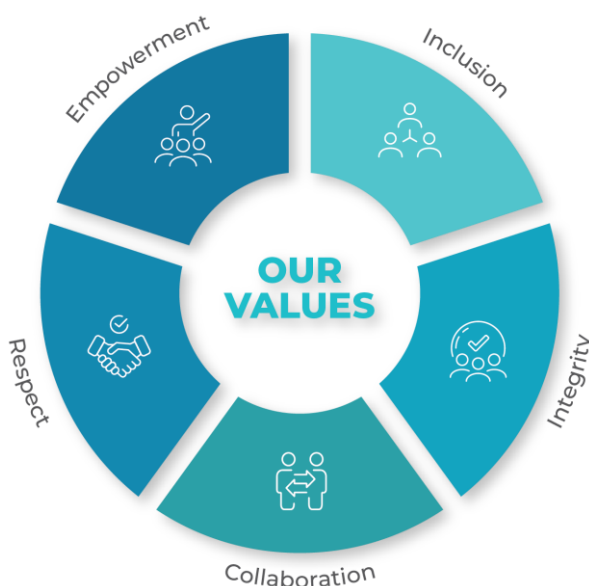
Working at the Commission

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

