



POSITION DESCRIPTION

Position number	1033
Position title	Senior Officer – Governance and Performance
Division/team	Office of the Chief Executive
APS level	EL1
Location	Sydney (or remote)
Reports to	Chief Executive
Employment status/type	Full time Ongoing
Full-time equivalent (FTE)	1.00

About the Australian Human Rights Commission

The [Australian Human Rights Commission](https://www.humanrights.gov.au) 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 Office of the Chief Executive

This position will work within the Chief Executive Office, which is a small specialist team providing centralised advice and support to the Chief Executive, Senior Leadership Team, President and Commissioners and the wider Commission in the development and achievement of strategy, planning, governance, reporting, knowledge management, evaluation and impact.





Purpose of the position

The Senior Officer, Governance and Performance provides strategic leadership and expert advice to strengthen the Commission's governance, planning, performance reporting, knowledge management and organisational learning functions.

The role supports the Chief Executive and Commission to meet statutory and organisational obligations through the development and implementation of governance frameworks, strategic planning processes, performance reporting and knowledge management approaches that support evidence-informed decision-making and continuous improvement.

Key responsibilities

Governance and reporting

- Provide strategic leadership for the Commission's monitoring, evaluation, accountability and learning (MEAL) function, ensuring evaluation activities align with organisational priorities, the Commonwealth Performance Framework and the Commonwealth Evaluation Policy.
- Maintain and enhance governance, quality assurance and accountability frameworks to support compliance with the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), Accountable Authority Instructions and internal governance requirements.
- Coordinate governance processes and reporting for the Audit and Risk Committee, including the preparation of papers, agendas, workplans, meeting records and action tracking.
- Lead the preparation and coordination of key organisational reporting, including the Annual Performance Statement, Annual Report and Commission quarterly report.

Strategic planning

- Lead the development, implementation and review of the Commission's strategic planning reporting and performance measurement frameworks, including the Strategic Plan, Corporate Plan and Commission annual work planning approaches.
- Coordinate organisation-wide planning processes, consultation and engagement with Commission staff to ensure alignment between strategic priorities, team workplans and performance reporting.
- Lead the development and continuous improvement of organisational performance and learning frameworks to support accountability, evidence-informed decision-making and organisational effectiveness.
- Provide technical assistance to leadership regarding strategic planning, data collection, instrument development, analysis and reporting before, during and at the conclusion of Commission policy projects.
- Promote collaboration and knowledge sharing through defining, supporting and encouraging the use of knowledge to staff of all skill levels and roles and assume the role of positive mentor/trainer to support whole of Commission adoption of an effective knowledge management culture.





- Work closely with Senior Executives and the Strategic Communications team to leverage data analytics to assess and demonstrate the impact, engagement, functionality and effectiveness of Commission outcomes, partnerships, and outputs.
- Monitor and advise on emerging developments, policies and good practice in performance measurement and public sector accountability.

Key relationships

Internal	External
Senior Leadership Team	Government Departments (Commonwealth and state)
Commissioners	Audit and Risk Committee
Senior Policy Group	Corporate Team
Senior Officer Evaluation	
Governance Committees	

Key capabilities and role requirements

Australian Public Services (APS) Capability Profile

[EL1 Capability Profile](#)

Professional knowledge and skills

- Demonstrated high level understanding of, and experience in governance, strategic planning and performance reporting within a public sector or comparable environment
- Sound understanding of legislative and policy frameworks relevant to public sector governance and performance management, including the PGPA Act and associated guidance.
- Highly developed analytical skills, including the ability to analyse organisational data, performance information and reporting metrics, to identify trends and insights and provide evidence-based advice to support senior decision-making and organisational accountability.
- Demonstrated capacity for strategic thinking, political awareness, sound judgement and creative problem solving.
- Demonstrated knowledge and understanding of a broad range of human rights and discrimination issues and capacity to show leadership in responding to these issues.

Experience, qualifications and accreditations

- Demonstrated ability to develop and implement organisations governance, performance and evaluation frameworks that strengthen organisational accountability, evidence-informed decision-making and continuous improvement
- Experience providing high-level governance and reporting support to executive leadership teams, boards, commissions, governing bodies or advisory committees.





- Qualifications, professional accreditation or equivalent experience in public policy, public administration, governance, project management, risk management, evaluation or knowledge management would be highly desirable

Leadership and management

- Demonstrated ability to provide strategic leadership in a complex environment and contribute to organisational direction, capability and performance
- Demonstrated project management skills including the ability to manage competing priorities, allocate resources effectively and deliver high-quality outcomes within agreed timeframes.
- Understanding of risk management and quality assurance processes and within project planning and performance measure assessment. and organisational risks and provide advice to senior leaders on emerging risks, mitigation strategies and assurance activities.

Relationships and interpersonal skills

- Exceptional relationship management skills, with a capacity to ensure that various stakeholder interests are recognised and managed positively and professionally
- Demonstrated ability to exercise judgement, discretion and professionalism when dealing with sensitive, complex or contentious matters.
- Ability to build trust and credibility as a strategic adviser and subject matter expert

Communication

- Demonstrated ability to communicate confidently, persuasively, sensitively and articulately, on matters relevant to the delivery of the roles identified priorities across a range of organisational 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.

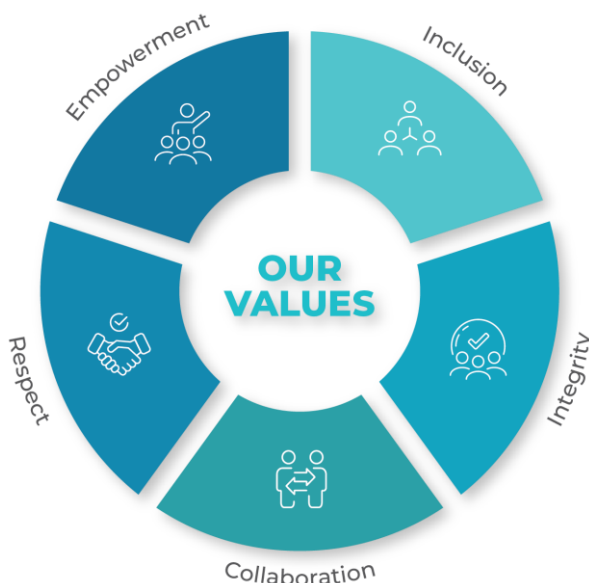




Your benefits will include: flexible work options; APS remuneration including generous 15.4% superannuation and leave entitlements; learning and development support; a modern office environment with a 4-star green building rating; and wellbeing support. As part of [working in the APS](#) you will have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

