



POSITION DESCRIPTION

Position number	1430
Position title	Legal Director
Division/team	Legal
APS level	EL2
Location	Sydney; Remote and flexible working arrangements will be considered
Reports to	General Counsel
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 of the positive duty in the Sex Discrimination Act that requires employers and other organisations to proactively address sexual harassment, sex discrimination and other unlawful conduct.

About the Legal Team

The Legal Division is a small, dynamic team that provides the services of in-house counsel to the Commission. Our lawyers give high level legal advice on a range of issues including human rights and anti-discrimination law, governance and compliance issues and commercial issues such as contracts and tender processes. We also represent the Commission in external litigation, including as intervener in human rights and unlawful discrimination proceedings.





Purpose of the position

The Legal Director provides support to the General Counsel in managing the work of the Legal team, and has responsibilities across all areas of the team's work. The Legal Director directly manages the delivery of key streams of work in the Legal team including privacy advice and inquiries and reports into alleged breaches of human rights and discrimination in employment under the *Australian Human Rights Commission Act 1986* (Cth) (AHRC Act).

Key responsibilities

Areas of responsibility

- Under the direction of the General Counsel, assist in the management of the Legal team which provides legal advice to the Commission, ensures compliance with regulatory requirements, carries out statutory functions and conducts litigation.
- Supervise the work of members of the Legal team to ensure quality, accuracy and compliance with professional standards.
- Conduct legal research and prepare high level legal and related policy advice on matters including human rights, privacy and federal discrimination law.
- Represent the Commission at meetings, seminars and in court as required.
- Work effectively with other sections within the Commission and liaise with persons having contact with the Commission.
- Maintain office standards for timeliness, confidentiality and matter management.

Oversight of statutory and regulatory matters

- Manage the delivery of statutory and regulatory work by legal officers including privacy advice and AHRC Act inquiries and reports.

Key relationships

Internal	External
General Counsel	Attorney-General's Department
Legal Team	Department of Home Affairs
Positive Duty Team	State and Territory Human Rights Commissions
Investigation and Conciliation Section	Office of the Australian Information Commissioner
Corporate Services	Federal Courts and Tribunals





Key capabilities and role requirements

Australian Public Services (APS) Capability Profile

[EL2 Capability Profile](#)

Strategic Leadership

- Excellent leadership skills and the ability to assist in the leadership of a high performing and engaged team of legal professionals that contribute to achieving the Commission's strategic goals.
- Demonstrated capacity to exercise sound judgment and creative problem solving in a complex, sensitive and dynamic environment.
- Demonstrated capacity to identify, manage and escalate risk.
- Role model respectful leadership.

Professional knowledge and skills

- High level knowledge of or relevant experience with the federal government accountability framework (such as the *Public Governance, Performance and Accountability Act 2013* and privacy laws) and other relevant legal obligations, will be considered highly desirable.
- Expert knowledge of Australian legislation relating to anti-discrimination and human rights issues, and of international covenants and instruments dealing with human rights.
- Demonstrated ability to conduct legal research and provide accurate, high level legal and policy advice in a timely and efficient manner.
- Demonstrated ability to work efficiently and effectively within, and contribute creatively to, a small team, as well as with other sections of the Commission.

Relationships and interpersonal skills

- Very good interpersonal skills and the ability to contribute to team building and maintaining positive relationships, as part of a team.
- Contribute to the continuous improvement of the Legal team.
- Demonstrated ability to treat people respectfully, fairly and equitably and manage them appropriately.

Communication

- Exceptional communication skills with the ability to engage and negotiate successfully with a wide range of stakeholders to ensure the successful delivery of the Commission's functions and strategic priorities.

Experience, qualifications and accreditations

- Minimum of 6 years post admission experience
- Admission as a legal practitioner of the High Court of Australia or the Supreme Court of an Australian State or Territory.
- Hold or be eligible to hold an unrestricted practicing certificate.





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](#) and role model respectful behaviour and a commitment to a safe, respectful and inclusive workplace
- 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.

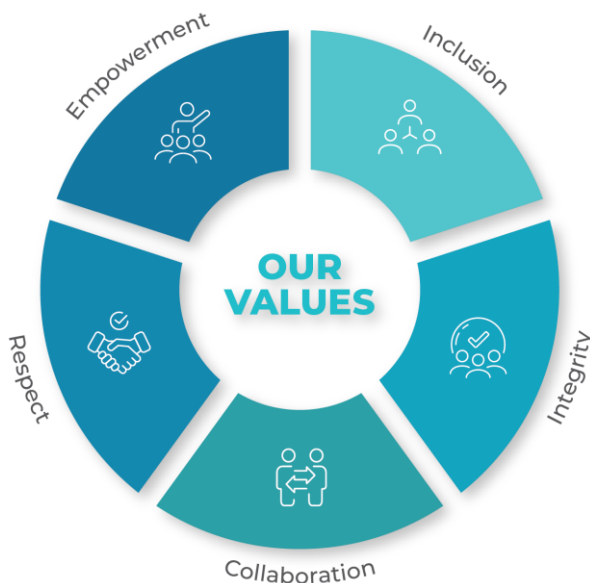
Your benefits will include: flexible work options; APS remuneration including generous 15.4% superannuation and leave entitlements; learning and development support; a modern office environment with a 4-star green building rating; and wellbeing support. As part of [working in the APS](#) you will have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

