



POSITION DESCRIPTION

Position number	Position # 1451
Position title	Director, Human Rights Education and Partnership
Division/team	Partnerships, Projects and Education
APS level	EL 2
Location	Sydney or Remote within Australia
Reports to	Senior Director, Partnerships, Projects and Education
Employment status/type	Non ongoing Ongoing
Full-time equivalent (FTE)	1.0FTE – Flexible and/or part time work arrangements available

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 the Partnerships, Projects and Education Division

Partnerships, Projects and Education

The Partnerships, Projects and Education Division leads the Commission's work on Human Rights Education, International engagement, and projects across the Commission. This includes the Security Group projects with the Australian Federal Police (AFP), the Australian Border Force (ABF) and Defence. The Division 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.

Workplace and Community Education

The Division is leading a new all of Commission Human Rights Education strategy and seeking to grow its education portfolio and offerings. The Workplace and Community Engagement team leads design and delivery of workshops, training and school engagement for delivering human rights education. This includes free and paid offerings across e-learning, workshops, training and other employer





engagement. The team provides support across policy teams in the design and delivery of education products and projects.

Purpose of the position

The Director, Human Rights Education and Partnership reports to the Senior Director, Partnerships, Projects and Education. The Director manages the Commission's Human Rights Education Strategy and Workplace Engagement priorities including the Workplace and Community Engagement Team and provides support to development of the Commission's partnership practice as a key tool for delivering the education strategy.

This position will have day to day leadership of the Human Rights Education strategy, and its implementation, including leading the Workplace and Community Engagement Team. The Director will oversee development of the strategies for increasing the sustainability of resourcing activities to broaden Commission education objectives. It will seek to build out sustainable customer bases for entry level education products particularly the Commission's e-learning modules. The strategy sits at an intersection of balancing impact and delivering on statutory mandate with ensuring sustainable resourcing through income. The position will provide performance updates on the strategy to the Strategic Issues and Engagement Committee.

The position will also support the development of the Commission's approach to Partnership, as this is a key feature of the Education Strategy. This includes identifying new partnerships that will support the Commission in achieving its objectives and working with the Senior Director, Projects, Partnerships and Education on Partnership policy and process. The role will work with the Projects and Partnerships Committee at the Commission. This will have significant overlap with the development of the Program Management Framework and will need to work collegiately with the subcommittee of the Projects and Partnerships Committee.

The Director will contribute to building a collaborative culture across the Commission with key teams across policy, corporate services and legal. The Director will engage with the Senior Policy Group and other leadership groups as relevant.

Key responsibilities

Workplace Community Engagement Team

- Lead and manage the Workplace Community Engagement (WCE) team
- Hold day to day accountability for leading the new Education strategy including business development objectives, in collaboration with the Senior Director, PPE
- Lead the WCE team in aligning workplans and priorities under the Education Strategy with a focus on ensuring sustainable resourcing
- Provide management support and development to members of the team in embedding the new strategy and approaches
- Ensure a systems approach is embedded across education initiatives in line with the Education Strategy and Theory of Change





- Oversee operational delivery of new ways of working and workstreams in the Education strategy
- Oversee the sustainable resourcing objectives, and building strong business practices within the Education team's ways of working including a timely, responsive customer oriented approach to education customers.
- Oversight and accountability for team budgets, reporting and deliverables, ensuring resource allocation for timely, transparent and accountable delivery in line with partner priorities and Commission policies
- Provide strategic advice to the President, Chief Executive and senior executives in relation to education strategy outcomes, including through governance committees of the Commission

Partnership Leadership and Practice

Work in partnership with the the Senior Director, Projects, and Education to

- Build a strategic approach to partnership management and impact measurement across the Commission
- Brief the Chief Executive, and other senior executives in relation to Partnership outcomes and risks

Strategic Partnership Development

- Work in partnership with the Senior Director, Partnerships Projects, and Education to identify and develop further partnerships relevant to the objectives of the Education strategy and the Commission's workplace engagement
- Work in partnership with Commissioners and Commissioner teams to identify opportunities for deepening partnerships including with Security Agencies
- Maintain collaborative and productive relationships with wider Commission teams

Key relationships

Internal	External
Senior Director, Partnerships, Projects and Education	ACHRA members
Chief Executive	Partners identified under the Strategy
Commissioners as relevant	
Projects and Partnerships Committee	
Strategic Issues and Engagement Committee	

Key capabilities and role requirements

Australian Public Services (APS) Capability Profile

[EL2 Capability Profile](#)





Professional knowledge and skills

- Demonstrated understanding of the evidence based on effective approaches to building support for human rights through education and engagement
- Demonstrated business development skills and customer mindset in an environment balancing impact and income
- High level advanced strategic partnership development skills
- High level advanced understanding of human rights based approach to inclusion and diversity,

Experience, qualifications and accreditations

- Ideally relevant tertiary qualifications in a relevant field including business and marketing, business and human rights, human rights education, and workforce development

Leadership and management

- Lead a high performing and engaged team through the development of team goals, strategies and work plans
- Guides, mentors and develops people to enhance their skills and capabilities

Relationships and interpersonal skills

- Demonstrated ability to facilitate collaboration, cooperation and internal partnerships
- Values individual differences and diversity and seeks varied and diverse input

Communication

- Confidently present messages in a clear, concise and articulate manner
- Negotiating persuasively and clearly, listening to audiences and adapting communication, addressing misunderstandings early and directly

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.

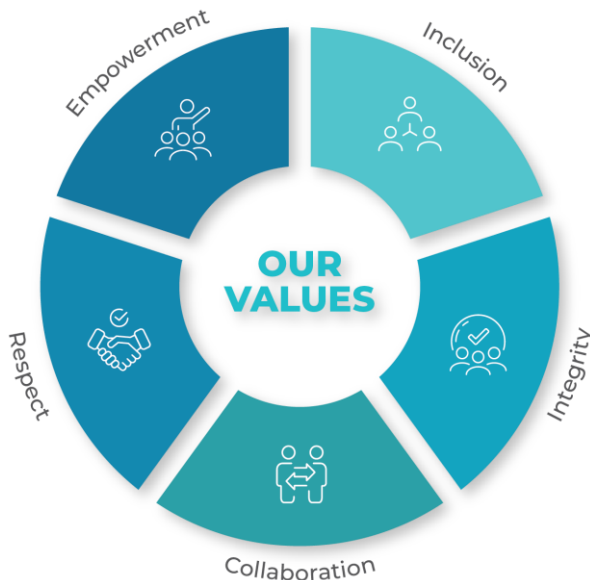
We are passionate about what we do, and that passion energises our workplace culture, staff wellbeing and engagement. We are committed to a diverse and inclusive workforce that reflects the Australian





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

