POSITION DESCRIPTION

Position number	Position # TBC
Position title	Executive Support Officer
Section/team	Disability Rights Team
APS level	EL1
Location	Greater Sydney area I Remote
Reports to	Director, Disability Rights
Employment status/type	Casual
Full-time equivalent (FTE)	NA

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 Disability Discrimination Commissioner and Disability Rights Team

The Disability Discrimination Commissioner is a statutory role that leads the Australian Human Rights Commission's disability policy work. This includes driving the implementation of the United Nations Convention on the Rights of Persons with Disabilities (CRPD) and monitoring and advising on the operation of the *Disability Discrimination Act 1992* (Cth).

Purpose of the position

The Executive Officer is appointed to support the Disability Discrimination Commissioner with various day-to-day responsibilities, such as assisting to review materials submitted by the team, writing speeches and presentations, etc.

The Officer is required for the duration of the Commissioner's 5-year term, i.e until 29 January 2029. The position is advertised and will be offered on a casual basis as the work schedule will be intermittent and irregular, according to the Commissioner's schedule and demands. As such, responsiveness and flexibility in availability will be required.

Key responsibilities

Strategic Project and Policy activities

- Provide advice, planning and coordination to assist on progressing key policy issues and drive action on priority areas for leadership by the Disability Discrimination Commissioner.
- Contribute to research and preparation of materials supporting the Disability Discrimination Commissioner in performing her mandate.
- Assist with drafting of materials, including but not limited to speaking engagements and correspondence, for the Disability Discrimination Commissioner.

Key relationships

Internal	External
Disability Discrimination Commissioner	
Executive Assistant, Disability Rights	
Director, Disability Rights	

Key capabilities and role requirements

Australian Public Services (APS) Capability Profile

EL1 Capability Profile

Professional knowledge and skills

- Demonstrated knowledge and understanding of human rights and disability rights frameworks, at the international and domestic levels
- Demonstrated proficiency in conducting and analysing research, providing complex policy advice with the ability to meet tight deadlines without compromising quality

Experience, qualifications and accreditations

- A bachelor's degree in law, social sciences or other relevant field

Relationships and interpersonal skills

- Ability to understand and anticipate the Commissioner's information and note taking requirements during different fora i.e. meetings, Roundtables, enquires. Independently progresses required actions and research activities to achieve disability outcomes
- Ability to support the Commissioner by responding to disability related needs

Communication

- Strong communication skills, and demonstrated ability to write and review written work
- Confidently present messages in a clear, concise and articulate manner

Other requirements

- Flexibility in working with an intermittent and irregular schedule, and ability to be responsive and available according to the Commissioner's schedule. Ability to complete complex activities at short notice
- 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, a number of benefits are available to you including: 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