POSITION DESCRIPTION

Position number	Position #1444
Position title	Senior Project Officer
Section/team	Policy
APS level	EL1
Location	Sydney-based (flexible, remote, hybrid work arrangements will be considered)
Reports to	Sex Discrimination Team Director
Employment status/type	Full time I Part Time I non-ongoing
Full-time equivalent (FTE)	1

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 for positive duty laws requiring employers and others to proactively address sexual harassment, sex discrimination and other unlawful conduct.

About the Policy Section

The Policy Section supports our President and seven statutory Commissioners (race, age, sex, disability discrimination; children; Aboriginal and Torres Strait Islander social justice and human rights) to promote awareness and understanding of human rights, conduct research and advocacy, and make recommendations to government to fully implement Australia's human rights obligations. The Policy section also leads the Commission's work on community and NGO engagement, human rights education, prevention of gendered violence, 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.

Purpose of the position

Under the direction of the Sex Discrimination Team Director, the Senior Project Officer will lead , the 6th National Workplace Sexual Harassment Prevalence Survey project, working with key stakeholders and partners in undertaking this research. This will involve adopting an intersectional approach to meet project objectives, and will include working collaboratively with external stakeholders and across the commission.

Key responsibilities

Research and analysis

- Provide best practice and trauma-informed research design and analysis expertise, working with a survey supplier, to:
    - Conduct the 6th National Workplace Sexual Harassment Prevalence Survey
    - Support implementation of the survey, including survey design review, ethics review, survey delivery, and analysis, and
    - prepare and manage the preparation of a high-quality research report and other research outputs like participant engagement materials.

Project management

- Provide project management expertise to support the delivery of project milestones, including supporting on procurement processes and contract management, in accordance with required guidelines.

Strategic advice and leadership

- Support strategic alignment between project objectives and Commission priorities
- Provide strategic advice to the Director and Commissioner on managing risk and engaging with stakeholders on the project including project partners and sector stakeholders
- Manage team members to effectively perform their roles.

Stakeholder engagement

- Facilitate trauma-informed engagement and consultation with a broad range of internal and external stakeholders
- Ensure diverse experiences and intersectional perspectives, including from First Nations, LGBTIQA+, culturally and racially marginalised people, older people, young people and other groups, are specifically consulted and considered in the project
- Regularly brief key stakeholders about project activities, risks and mitigations
- Manage collaboration with internal subject matter experts (e.g. Strategic Communications Team) to ensure effective delivery of the project.

Key relationships

Internal	External
Director	Project partners
Project Lead	Peak bodies and academic, business organisations, non-government organisations
Project Team	Diverse stakeholders including victims-survivors of harassment and discrimination; Internal teams (such as Strategic Communications Team)

Key capabilities and role requirements

Australian Public Services (APS) Capability Profile

EL 1 Capability Profile

Experience, skills, qualifications and accreditations

- Demonstrated expertise in and knowledge of human rights principles, frameworks, and their practical application.
- Demonstrated understanding of the historical and contemporary issues affecting the lives of Aboriginal and Torres Strait Islander peoples.
- Demonstrated expertise in managing research design and implementation, including in survey based research.
- Demonstrated expertise in project management, including procurement.
- Demonstrated experience providing high quality advice to senior stakeholders.
- Demonstrated experience in managing staff.
- Tertiary qualifications in a relevant discipline or equivalent professional experience.
- First Nations people and those from other negatively racialised backgrounds are strongly encouraged to apply.

Supports strategic direction

- Thinks strategically and aligns work to support the Commission's purpose and direction.
- Demonstrates sound judgement and recognises the links between interconnected issues.
- Identifies problems and works to resolve them.
- Excellent time management skills and ability to manage priorities to ensure effort is spent on activities with the greatest strategic impact.

Relationships and interpersonal skills

- Builds and sustain positive relationships with team members, colleagues at all levels and external stakeholders.

- Facilitates a team working environment that is culturally safe and aligned with anti-racist ways of working.
- Reflects on own practices and seeks advice and feedback from team members.
- Operates as an effective member of the team; actively listens, works collaboratively, and draws on team and colleagues' strengths.

Communication

- Strong communication skills (both written and oral) including a demonstrated ability to:
    - communicate with respect, empathy and discretion utilising a trauma-informed approach.
    - confidently and persuasively tailor effective, clear, succinct messages to a range of audiences.
    - articulate complex information in an accessible and engaging way.
- A demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

Other requirements

- Working With Children Check may be required for this role.
- 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

We acknowledge the Traditional Custodians of Country throughout Australia, and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and future.