



# Australian Human Rights Commission

## Executive Officer Close the Gap Campaign Steering Committee

**CLASSIFICATION:** Executive Level 1

**TEAM:** Aboriginal and Torres Strait Islander Social Justice team

**LOCATION:** Sydney

**SUPERVISOR:** Director, Aboriginal and Torres Strait Islander Social Justice and Race Discrimination

### JOB DESCRIPTION

The Executive Officer position is responsible for coordinating the Close the Gap Campaign Steering Committee (Campaign Steering Committee) and providing policy advice on Aboriginal and Torres Strait Islander health issues.

This position is an Executive Level 1 with a remuneration of \$98,216 to \$109,817 per annum plus 15.4% superannuation. This is a non-ongoing employment opportunity for 12 months with the possibility of ongoing employment arising during this time.

Please submit an Applicant Details Form, your resume and a cover letter outlining your suitability for this position. There is no longer a requirement to address each selection criterion separately.

Please refer to our website for further information:

<https://www.humanrights.gov.au/about/jobs/current-vacancies>.

Applications must be submitted to [jobs@humanrights.gov.au](mailto:jobs@humanrights.gov.au) by **5pm on Monday 3 June 2019**.

### DUTIES:

- Provide high level strategic, political and policy advice to the Campaign Steering Committee, particularly to the committee Chairs.
- Liaison and coordination with National Health Leadership Forum and Coalition of Peaks membership and secretariats.
- Drive the development and implementation of the strategic direction of the Campaign Steering Committee, principally by managing and coordinating committee member engagement into committee processes and outputs including the work plans of committee working groups.
- High level stakeholder engagement and facilitation of communication between committee members, including engagement with relevant Ministers and members of Parliament and senior bureaucrats on the development of national Aboriginal and Torres Strait Islander health policy.
- Lead the development of Campaign Steering Committee publications and other related documents including undertaking research, analysis and writing, and coordinating and editing contributions of committee members, other staff and consultants.
- Manage staff and budget of the Campaign Steering Committee.
- Secretariat functions including preparing meeting agendas, papers and minutes.
- Cooperate with, and support other staff in, the Commission's Policy Team in the planning, administration and conduct of the Team's work.
- Other duties consistent with the above as directed.

*These duties are to be performed in accordance with Commission policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the Public Service Act 1999 the Commission may determine the duties of an employee from time to time.*

### SELECTION CRITERIA

- A demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures and an understanding of the issues affecting Aboriginals and Torres Strait Islanders in contemporary Australian society and the diversity of circumstances of Aboriginal and Torres Strait Islander peoples.
- A demonstrated ability to communicate sensitively and effectively, including the requirement for proper negotiation and consultation, with Aboriginal and Torres Strait Islander peoples on matters relevant to the delivery of the Government's Aboriginal and Torres Strait Islander policies.
- Demonstrated high proficiency in providing strategic advice, policy development, research and written communication.
- Demonstrated high level stakeholder manager skills including the ability communicate, liaise and build productive relationships with a wide range of people, develop and maintain networks to support the partnership arrangements and political engagement.
- Demonstrated ability to manage and coordinate projects with the ability to meet deadlines and manage changing priorities, including staff and resource management.
- Ability to work effectively in a small team with limited support and respond and easily adjust to changing work demands.
- Ability to travel regularly (mostly to Canberra).

**CLICK FOR FURTHER  
INFORMATION AND TO APPLY**