

Position Description: Manager, Business and Human Rights

About us

As a special initiative of the UN Secretary-General, the [United Nations \(UN\) Global Compact](#) is a call to companies everywhere to align their operations and strategies with ten universal principles in the areas of human rights, labour, environment and anti-corruption. The mandate of the UN Global Compact is to guide and support the global business community in advancing UN goals and values through responsible corporate practices.

Locally, the [Global Compact Network Australia](#) (GCNA) brings together signatories to the UN Global Compact, including more than 35 ASX 100 companies, to advance the private sector's contribution to sustainable development through the universal framework provided by the [Sustainable Development Goals](#) (SDGs) and the Ten Principles. We lead, enable and connect business and stakeholders to create a sustainable future by supporting businesses to act responsibly and helping them find opportunities to drive positive business outcomes.

We are an ambitious team, energised by our ambition is to accelerate and scale the global collective impact of business by upholding the Ten Principles and delivering the SDGs through accountable companies and ecosystems that enable change.

Position Summary

Reporting to the Head of Programmes, the Manager, Business and Human Rights (**BHR**) is a full-time role responsible for managing, contributing to, and effectively implementing our BHR Workstream, including the UN Global Compact's 'Lead and Shape' approach to the SDGs, particularly SDG 8 and SDG 12. The Manager will also contribute to broader programme development planning and policy efforts that enable the GCNA to continue to be recognised as Australia's leading responsible business initiative.

This position is a great opportunity for a dedicated professional with experience in business and human rights, including modern slavery, who wants to work alongside businesses and other stakeholders in this newly created role.

The role will require you to manage, design and deliver our business and human rights related programming to engage our business Network members in understanding and applying the UN Guiding Principles in Business and Human Rights, and to deliver on our modern slavery related grant funding from the Department of Home Affairs. The role includes liaising with our Network members (predominately business), civil society, the Australian Government, the Global Compact Office and other stakeholders.

Core responsibilities will include, but are not limited to:

- Working alongside the Head of Programmes to implement the business and human rights related programming in a manner that engages our business Network members, and prospective members, whilst supporting the GCNA's and UN Global Compact's strategy. This includes working with the Communications and Events Coordinator to deliver events (i.e., roundtables)
- Manage and deliver the grant-funded Modern Slavery Impact Initiative, and the associated collaborator series, which aims to support Australian businesses reporting under the *Modern Slavery Act 2018* (Cth) and their suppliers to collectively tackle modern slavery. This includes managing the associated budget.

- Working with the Executive Director and Workstream Chair to manage the review of the Australian Modern Slavery Act in 2022, including responding to the inquiry process and writing briefing notes for hearings.
- Work alongside the Global Compact Office to evaluate the alignment of global programming to GCNA's activities, and implement, where appropriate, future global impact initiatives on business and human rights.
- Working alongside the Head of Programmes and Executive Director in their liaison with the Australian Government, members, prospective members, civil society, the UN and other stakeholders on strategically aligned business and human rights issues.
- Research and write publications that position the GCNA as a well-regarded commentator and trusted adviser on human rights and business practices.
- Providing timely insights on public policy trends (in Australia and key global markets) to enable the GCNA to engage in policy debates that strengthen private sector engagement in the business and human rights field, including modern slavery.
- Work alongside the Head of Programmes to identify grant and other funding opportunities that increase the profile and expertise of the GCNA. This may include writing grant submissions, supporting the delivery of relevant activities and writing reports associated with grant funding.
- Work alongside the Events and Communications team in the development of appropriate online content (i.e., newsletter, Local Network Hub, UN Global Compact and GCNA websites, and social media) to support the programming and enhance awareness of our activities.
- Manage and be accountable for one shared Coordinator resource.
- Liaise with the Events and Communications team to seek insights and feedback from relevant activities and write event summaries / outcome documents (i.e., blogs or one-page summaries).
- Work with the relevant programmatic managers and coordinators to find points of synergy across respective workstreams.
- Other general administrative and office management duties as required.

Competencies and Requirements:

Competencies:

- **Communication:** Advanced communication skills, including outstanding written and spoken English language skills. Listens to others, correctly interprets messages from others and responds appropriately. Exceptional attention to detail, including tailoring language, tone, and content to various audiences. Demonstrates openness in sharing information and keeping people informed.
- **Planning and Organising:** Exceptional planning and organisational skills, including the ability to multitask and work to tight deadlines. Develops clear goals that are consistent with the GCNA's strategies and identifies priority activities. Allocates appropriate amounts of time and resources for completing work. Plans in a manner that foresees risks, allows for contingencies, and provides the ability to monitor and adjust plans and actions as necessary.
- **Research and Analytical Skills:** Exceptional ability to conduct research effectively and assemble this information in a timely manner. Proven critical thinker with strong analytical skills. Ability to explain complex information in a clear, concise, and practical manner. Exceptional attention to detail that demonstrates an ability to evaluate complex information or problems to find a precise and digestible solution.
- **Teamwork:** Works collaboratively with colleagues to achieve the GCNA's goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places the GCNA's agenda before personal agenda. Supports and acts in accordance with the group's decision, even if those decisions do not entirely reflect their own position. Shares credit for team accomplishments and accepts

joint responsibility for team shortcomings. Experienced in managing team members, nurturing and developing their growth and ensuring their positive and successful performance.

Requirements:

- At least 8 years' experience in a human rights role, preferably in the private sector or in a related policy role.
- Bachelor's degree in a related field **and** an advanced degree preferably in law, international relations, or policy, including completing units in human rights.
- A demonstrable knowledge of core BHR standards, including the UN Guiding Principles on Business and Human Rights, and relevant policies and legislation, particularly the Australian Modern Slavery Act.
- Good proficiency in Excel, PowerPoint, Word and Microsoft Teams/SharePoint.
- Australian citizenship or residency or have current work rights for Australia.
- Ability to work effectively in a small team and work autonomously.
- Ability to work after hours and weekends if required, and travel interstate for events.

Core Values

- **Integrity:** Demonstrates the values of the UN in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the GCNA's best interest, even if they are unpopular; and takes prompt action in cases of unprofessional or unethical behaviour.
- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; and remains calm in stressful situations.
- **Respect for Diversity:** Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making, examines own biases and behaviours to avoid stereotypical responses, and does not discriminate against any individual or group.

What We Can Offer You

- Competitive not-for-profit salary (\$95-\$115k depending on experience)
- Inclusive and flexible work arrangements
- Exposure to a range of industries and sectors
- Working in collaboration with a passionate and vibrant team
- Ongoing professional development in sustainability
- Working for the world's largest corporate sustainability initiative
- Child-friendly workplace

Application Process

Please apply by way of **cover letter and CV** that **addresses the position summary, competencies and requirements** to Secretariat@UNGlobalCompact.org.au by **24 September 2021**.