

## Position Description: Manager, 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 universally accepted principles in the areas of human rights, labour, environment and anti-corruption, and to take action in support of UN goals.

In Australia, Global Compact Network Australia (GCNA) leads, enables and connects businesses and stakeholders to create a sustainable future by supporting businesses to act responsibly and helping them find opportunities to drive positive business outcomes.

### Position Summary

Reporting to the Head of Programmes, the Manager, Human Rights (**HR**) 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 8.7 on eradicating modern slavery. 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 an opportunity for a dedicated professional with strong understanding of 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 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:

- Work alongside the Head of Programmes to implement the business and human rights programming aligned to GCNA's and the 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 which aims to assist Australian businesses reporting under the *Modern Slavery Act 2018* (Cth) and their suppliers to collectively tackle modern slavery. This includes managing the associated budget.
- Work 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, accelerator initiatives on human rights.
- Work with 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 human rights issues.
- Research and write publications that position GCNA as a well-regarded commentator and trusted adviser on business and human rights practices.
- Provide timely insights on public policy trends (in Australia and key global markets) to enable GCNA to

engage in policy debates that strengthen private sector engagement in human rights and modern slavery.

- Work with 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, coordinating 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, blogs) to 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 broadly with the Programmes team 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. Promotes 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 five years' experience in a human rights role, preferably in the private sector or policy role.
- Bachelor's degree in a related field **and** an advanced degree preferably in law, international relations, other relevant discipline.
- Demonstrable knowledge of human rights standards (i.e., the UN Guiding Principles on Business and Human Rights) and legislation (i.e., 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 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 diverse points of view and demonstrates this 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

- An initial two-year contract with the possibility to extend
- Competitive not-for-profit salary (\$95-\$120k depending on experience)
- Flexible work arrangements
- Exposure to a range of industries and sectors
- Working in collaboration with a passionate team
- Career expansion opportunities
- Working for the world's largest corporate sustainability initiative

## Application Process

Please apply by clicking **Apply Now** or by way of **cover letter and CV** that **addresses the position summary, competencies and requirements**, emailed to [Secretariat@UNGlobalCompact.org.au](mailto:Secretariat@UNGlobalCompact.org.au) by **14<sup>th</sup> November 2021**.