**ROLE**  
Human Rights Advisor (EEO and Women)

**TEAM**  
Human Rights Advisory and Research team

**LOCATION**  
Auckland

**SALARY BAND**  
3A

**PURPOSE OF THE POSITION**  
To deliver a programme of strategic advocacy, analysis and advice, research, monitoring and external engagement that contributes to the Commission's strategic priorities and work programme. To advise the EEO and Women Commissioner within the portfolio of worker and women’s rights.

**PURPOSE OF THE HUMAN RIGHTS ADVISORY & RESEARCH TEAM**  
The Advisory and Research Team advances human rights by connecting communities and evidence with decision-makers through consultation, research and strategic advice. It works to design and deliver actions which support improvement of the human rights of all in New Zealand through:

- Broad external engagement and the management and delivery of specific and agreed work aligned to the Commission strategy and annual plan
- Design and delivery of strategic interventions in response to, or to highlight, Human Rights breaches
- Advocating for the improvement of Human Rights in New Zealand using strong data and robust research
- Monitoring human rights reporting mechanisms, such as the National Plan of Action and other Human Rights treaties and conventions

The team works externally with civil society, communities, decision-makers, influencers and other stakeholders, and internally with Commissioners and other Commission teams, so that human rights issues are identified and affected people can contribute to the development of solutions. The team is held accountable to deliver the agreed intervention/response, successfully, and in partnership with the entire Commission.

Building internal cross-Commission collaborative teams/hubs and providing the information/research necessary to work creatively on issues and to actively support Commissioners in the execution of their roles is a core focus of this team.

This will be an action oriented team, driven by data and research.
WORKING RELATIONSHIPS

<table>
<thead>
<tr>
<th>RELATIONSHIP</th>
<th>POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>Human Rights Advisory and Research Manager</td>
</tr>
<tr>
<td>Partners with</td>
<td>EEO Commissioner, other Commissioners and Managers as required</td>
</tr>
<tr>
<td>Internal</td>
<td>Chief Legal Adviser, Other Human Rights Specialists, Commissioner(s) with relevant spheres of responsibility Other Commission managers and staff</td>
</tr>
<tr>
<td>External</td>
<td>Officials and their direct reports (key decision makers and influencers) of ministries and government agencies. Members of community and civil society organisations, business, with a focus on leaders Key influencers and decision makers as identified in stakeholder engagement plans.</td>
</tr>
<tr>
<td>Direct Reports</td>
<td>None</td>
</tr>
</tbody>
</table>

ORGANISATIONAL VALUES

- Human Dignity - Mana Tangata
- Courage and Integrity – Maia Tika Pono
- Relationships - Whanaungatanga

KEY ACCOUNTABILITIES

1. Interventions: Applies intervention strategies to improve human rights outcomes, listening to and communicating with affected people, and uses leverage to achieve social change at the local and national level by:
   - engaging with organisations and with partners through strategic advocacy, policy analysis and advice, research, monitoring and external engagement to support understanding and identification of human rights issues, to identify solutions locally, to encourage action, and to test solutions
   - engaging with key influencers and decision makers at national and local level about the role and value of human rights, and influencing
the adoption of solutions identified by those affected and elsewhere to change human rights outcomes at a systemic level
- facilitating engagement between those affected and decision-makers to achieve human rights outcomes

2. Project management:
- Manages assigned work areas as set out in the Business Plan including specific projects such as Tracking Equality at Work and Crown Entities
- Ensures execution of responsibilities within the Commission’s Business Plan within budget, including achievement of the outputs in the associated Statement of Intent
- Ensures effective cross-team collaboration, especially where teams include members from other parts of the Commission

3. Leadership
- Collaborates with other Commission staff to provide leadership across the Commission, including promotion of the Commission’s strategy and priorities
- Provides strategic advisory support to the EEO/ Women Commissioner to enhance impact and contribution

4. Monitoring and reporting
- Contributes information and analysis to support and inform international treaty body and domestic monitoring and reporting, the development of the National Plan of Action, Commission Inquiries, and the content of submissions in the policy process, and provides responses to broader human rights matters
- Provides information required for monitoring, reporting, communication and the identification of strategic priorities

5. Partners with Kaiwhakarite to ensure responsibilities for the promotion of the human rights dimensions of the Treaty of Waitangi and the Commission as a Treaty Based Organisation

6. Receives (on a rostered basis) members of the public who drop in to the office with complaints and enquiries and follows up and resolves the complaint/enquiry

7. Understands Human Rights Commission health and safety policies and relevant procedures and apply them to own work activities
### PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications &amp; Training:</th>
<th>A relevant University degree or equivalent experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Experience:</strong></td>
<td>• A background in human rights and an understanding of the public policy issues and community attitudes relating to human rights and harmonious relations between people in NZ</td>
</tr>
<tr>
<td></td>
<td>• Knowledge of human rights and harmonious relations, and expertise in at least some areas of the Commission’s priority areas including race relations, indigenous rights, human rights dimensions of the Treaty of Waitangi, Equal Employment Opportunities, and the rights of disabled people, sexual minorities, women, children, prisoners and victims</td>
</tr>
<tr>
<td></td>
<td>• Expertise in one or more of the Commission’s population group audiences including Māori (including tikanga and te reo Māori), disabled people, Pasifica, ethnic minorities, migrant workers, sexual orientation and gender identity, and women</td>
</tr>
<tr>
<td></td>
<td>• Expertise in the methodologies and practice for at least some of community engagement, community development, human rights education, or advocacy and engagement with national and local government and other duty bearers and in parliamentary and public policy processes</td>
</tr>
<tr>
<td></td>
<td>• Experience in managing internal and external relationships with a variety of audiences in a challenging environment and demonstrated success in building relationships and gaining support from and participation of key individuals and groups</td>
</tr>
<tr>
<td></td>
<td>• Sophisticated presentation and communications skills</td>
</tr>
<tr>
<td></td>
<td>• Strong research and writing skills</td>
</tr>
<tr>
<td></td>
<td>• Competence in Microsoft Office suite</td>
</tr>
</tbody>
</table>