



‘Sunflowers in Sydney’ program officer POSITION PROFILE

PART A: POSITION DESCRIPTION

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| Position Title: Sunflowers In Sydney Program Officer (either Autistic Consultant or Non-autistic Consultant) | Location: National Office |
| Group: Aspect Practice | Reports to: Executive Manager, Aspect Practice |

Organisation purpose

| Vision | Mission | Values |
|--|---|--|
| The best opportunities for people on the autism spectrum | We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused and customer-driven. | We are passionate about people, about being positive and about what’s possible |

Team purpose

Aspect Practice was established in 2013 to innovate, develop and share autism practice that works. Aspect Practice has three important focus areas:

- Inclusion and Aspect’s Inclusion plans
- The Aspect Comprehensive Approach (ACA)
- Autism Friendly Australia

Position purpose

To work with the Autism Friendly team to ensure the successful delivery of the ILC funded ‘Sunflowers in Sydney’ program

Outcomes

| Key Result Area | Requirements & Expectations | Success indicators |
|--|---|--------------------|
| Key principles that inform work – the <i>'how we work'</i> | <ul style="list-style-type: none"> • Work in a way that makes everyone feel welcome and included • Demonstrate good practice Working in Partnership between Autistic and non-autistic staff • Deliver services within the framework of the social model of disability and in line with <i>a different brilliant</i> • Demonstrate flexibility in working in partnership including taking responsibility for tasks that matches strengths and interests • Work as part of a collaborative team, participating in team meetings, planning meetings, contributing to team activities, information and other team tasks • Develop respectful trusting relationships and building capacity in others • Work professionally, proactively and positively including continuous improvement and evidence based approaches | |
| Key staff – the <i>'who we work with'</i> | <ul style="list-style-type: none"> • Work with Aspect colleagues in the Sunflower in Sydney program, including the Ambassador and programs coordinator, and other Autism Friendly and Aspect Practice staff • Work with your Aspect manager and supervisor • Work with Aspect Communications to promote the program • Work with the Aspect Research Centre for Autism Practice (ARCAP) to evaluate the program • Work with key staff in Sunflower consultancies e.g. Inclusion staff • Work with the on-line module development team • Work with the Sunflower 'Hidden Disabilities' organisations in Australia and the UK • Work with ILC project staff as needed | |
| Program delivery – the <i>'what we do day to day'</i> | <ul style="list-style-type: none"> • Continue to meet with Autism Friendly staff team to monitor each consultancy • Follow the guides that describe the Autism Friendly process, using frameworks and checklists as needed. • Develop strong relationships with clients, including efficient and timely communication | |

| Key Result Area | Requirements & Expectations | Success indicators |
|---|--|--------------------|
| | <ul style="list-style-type: none"> • Meet with clients to explain and discuss the program • Complete proposals for consultancies, noting costs (e.g. Sunflower Program or in house staff time) • Deliver autism-friendly project activities such as environmental assessments, resource development, training, and event coordination • Maintain accurate records of work completed in the on-line drives and Salesforce as instructed and using your Outlook calendar • Contribute to communications about these projects, including media and presentations • Make sure data is collected and work is evaluated as per the project plan | |
| Program management – <i>making sure we implement all consultancies as designed and per contract</i> | <ul style="list-style-type: none"> • Support the development of the list of Sunflower consultancies across cultural, leisure and sporting institutions, • Develop a plan & deliver consultancies within the timeline of the program • Participate in Autism Friendly weekly planning meetings, sharing information, reviewing tasks and planning ahead • Maintain the autism friendly calendar on the Aspect website and support the development of a coordinated approach to events in Sydney, especially the school holidays • Support the development and delivery of key parts of the Sunflowers in Sydney program including the communication videos, on-line module, ambassador role and steering group • Identify governing bodies and similar groups who oversee cultural institutions (such as Museums Australia, Soccer NSW or the City of Sydney Council), collaborate and share Autism Friendly frameworks and guides <p><u>Note:</u> This role will work across all of Aspect's Autism Friendly initiatives, to promote support, training and consistency</p> | |
| Program development – <i>continually improving Aspect Autism Friendly work</i> | <ul style="list-style-type: none"> • Reflect on your work and in supervision and meetings and continually improve what you do • Contribute to the development, and refining of frameworks for autism-friendly projects in relevant areas | |

| Key Result Area | Requirements & Expectations | Success indicators |
|--|--|--|
| | <ul style="list-style-type: none"> • Seek out and read relevant research and other information • Use information from feedback and evaluation to improve autism friendly processes including the Net Promoter Score • Work with the Hidden Disabilities scheme by offering constructive feedback | |
| Program reporting – <i>making sure key stakeholders are aware and informed as needed</i> | <ul style="list-style-type: none"> • Support your program coordinator and manager to maintain and report key information about the program within Aspect as needed • Prepare information for reporting in Aspect as needed e.g. Annual Aspect Practice report to the Board in September • Track and meet all deadlines for reporting to the ILC including the development and delivery of the project plan • Deliver the program evaluation as agreed with ARCAP and support the write up of reports in a timely way • Acknowledge the ILC funding as per the contract and promote the opportunity positively | |
| Work within Aspect – sharing your expertise and working professionally | <ul style="list-style-type: none"> • As part of the Autism Friendly team, support Aspect to develop and deliver environments and events that are autism friendly, following Aspect guides • Contribute to the development of Autism Friendly policy, procedure or work instruction • Take time to read Aspect's inclusion plans, understand your contribution and role and participate in the calendar of inclusion events. • Understand your program budget, work within guidelines and track expenditure so the program operates within budget. • Adhere to relevant Aspect Code of Conduct, policies and guidelines. This includes but is not limited to significant communications, media liaison, privacy and the handling of complaints. • Maintain awareness and training on cyber security | |
| Work, health & safety | <p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> • Take reasonable care for their own health and safety • Comply, so far as the worker is reasonably able, with any | <ul style="list-style-type: none"> • Observe at all times Aspect's safety policies and procedures are followed including site specific work practices and |

| Key Result Area | Requirements & Expectations | Success indicators |
|-----------------|--|--|
| | <p>reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements</p> <ul style="list-style-type: none"> Report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect. Participate in the staff consultation process about work health & safety matters Understand and adhere to Aspect's Code of Conduct | <p>management instructions</p> <ul style="list-style-type: none"> All hazards, incidents and injuries are reported to management as per Aspect's risk management procedures Health safety and welfare of self and others is ensured as far as reasonable Actively participate in safety consultation as required |

PART B: POSITION CRITERIA

| Position Criteria | | |
|-------------------|-----------------------------|---|
| | Capabilities | Working in Partnership with Autistic / non-autistic staff |
| | | Passionate and clear communicator |
| | | Collaborative team worker |
| | | Self-motivated |
| | | Ability to work independently to meet targets |
| | Qualifications & Experience | <p>Relevant experience in disability or a related field</p> <p>Experience delivering services in community settings including presentations</p> <p>Demonstrated strengths based understanding of autism</p> <p>Demonstrated experience working successfully as part of a team</p> <p>Commitment to continuous improvement</p> |
| | Job requirements | <p>Developed IT literacy in Microsoft Office suite</p> <p>Flexibility to undertake travel across Sydney</p> <p>Current driver's licence & use of own vehicle for business purposes</p> <p>NSW Working With Children Check for paid employment</p> |

PART C: APPROVED BY

Position Approved by ____Tom Tutton _____ Date 10th June 2021

PART D: ACKNOWLEDGEMENT OF INCUMBENT

I have read and understood the requirements of the position

Signature _____ Date _____