



POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title: Administration Officer – Inclusion	Location: Frenchs Forest
Group: Aspect Practice	Reports to: Inclusion and Recruitment Manager

Organisation Purpose

A different brilliant® - Understanding, engaging and celebrating the strengths, interests and aspirations of people on the autism spectrum.

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 build and share autism practice that works. Aspect Practice has three important focus areas:

- The **Aspect Comprehensive Approach** (ACA). Working closely with other business units within Aspect to drive continuous improvement in service delivery through the development and embedding of the ACA including the Autism Research Centre Autism Practice (ARCAP) research to practice partnership.
- An **Inclusive organisation**. Aspect's Inclusion Officer coordinates the development, delivery and monitoring of inclusion plans (DAIP, RAP, LGBTQIA+ & Multicultural) to lead Aspect to be a safe, welcoming and inclusive environment and for employees and service users. This includes working in partnership with Autistic people and the delivery of the Future Leaders program.
- **Autism Friendly Australia**. This service is co-designed and co-delivered with Autistic and non-autistic staff and works with organisations and services to help them become more autism friendly. Partners include museums, galleries, theatres, zoos, tourist attractions, shops and shopping centres, councils & their services (e.g. libraries), sporting bodies (Surf Life Saving), transport companies and airports.

Position Purpose

The Administration Officer - Inclusion works as part of the Aspect Practice team to support the Inclusion Manager in delivering the initiatives being driven out of our Disability Access and Inclusion Plan, Reconciliation Action Plan, Multicultural Engagement Plan, and LGBTQIA+ Engagement Plan.

Key Result Area	Requirements & Expectations	Success Indicators
Administration Support	<ul style="list-style-type: none">• Act as the initial point of contact for Inclusion queries from internal and external stakeholders and respond or refer as appropriate• Monitor and respond to queries in the Inclusion email inboxes• Maintain Inclusion Intranet and Internet pages with up to date information and resources• Process invoices for approval in the expense manager system	<ul style="list-style-type: none">• Information and resources are easily and readily accessible for staff and stakeholders
Committee administration	<ul style="list-style-type: none">• Maintain meeting schedule for Inclusion committees and send meeting requests using Outlook• Ensure committee membership spreadsheet and email groups are kept up to date with current members• Support Manager in drafting agendas for committee meetings• Disseminate agendas and minutes	<ul style="list-style-type: none">• Committees meetings are scheduled at the agreed frequency in advance• Committee email groups are up to date
Event Coordination	<ul style="list-style-type: none">• Support the drafting of project plans and timelines for events• Support Manager in liaising with internal and external stakeholders to confirm arrangements for events• Arrange catering and set up for on-site flagship events	<ul style="list-style-type: none">• Events are supported by project plans with and delivered according to agreed timeframes
Project Support	<ul style="list-style-type: none">• Monitor and send physical cards orders that come through our website to the RAP Inbox• Order and/or prepare supporting materials and resources required for various Inclusion initiatives• Contribute to communication and promotion of projects and events across Aspect and externally• Research potential options for resources, events and guest speakers that are aligned with key dates in the Inclusion calendar• Contribute to project reports as required• Commit to continuous improvement and evidence- informed	<ul style="list-style-type: none">• Projects are completed within budget and on time

	approaches	
Collaboration	<ul style="list-style-type: none"> • Develop strong relationships with members of all stakeholder groups • Work collaboratively across all Aspect teams and business units 	<ul style="list-style-type: none"> • Strong relationships are developed with key stakeholder groups. • Strong relationships are developed across Aspect business units.
Communication	<ul style="list-style-type: none"> • Provide excellent customer service and clear and honest communication with all stakeholders. • Provide high quality written information, including presentation of project documents and reports, meeting notes, and presentations to communicate Aspect's work. • Share responsibility for communications in all situations by communicating clearly in writing and verbally, effectively and appropriately. • Adhere to relevant Aspect policies and guidelines that relate to communications, including but not limited to significant communications, media liaison, privacy and the handling of complaints. 	<ul style="list-style-type: none"> • High standard of written and verbal communication is maintained • Communication is timely and appropriate • Compliance is maintained with Aspect policies and guidelines
Safeguarding the people we support	<p>Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:</p> <ul style="list-style-type: none"> • Complete mandatory Code of Conduct training and implement into day to day operations and practice • Be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns 	<ul style="list-style-type: none"> • Demonstrated evidence that Aspect's values and Code of Conduct are understood and practised in all aspects of work • Completion of Code of Conduct on-line training
Work, Health & Safety Requirements	<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 reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements • 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 	<ul style="list-style-type: none"> • Observe at all times Aspect's safety policies and procedures are followed including site specific work practices and management instructions • 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

	<ul style="list-style-type: none"> Understand and adhere to Aspect's Code of Conduct 	reasonable Actively participate in safety consultation as required
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PART B: POSITION CRITERIA

Capabilities	Planning and Organising	Establishing a course of action for self and/or others to accomplish a specific goal; planning appropriate allocation of resources. Managing multiple tasks to specific deadlines.
	Attention to Detail	Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.
	Collaboration	Successfully engaging with diverse communities and working effectively with others to achieve project outcomes.
	Motivational fit	Sharing the organisation's purpose, mission, vision and values. Supporting a positive approach that is underpinned by respect and values differences.

Knowledge and Experience	<ul style="list-style-type: none"> • Experience in using Microsoft Office applications (specifically MS Word, MS Outlook and MS Excel) • Attention to detail & high level of accuracy • Highly developed organisational & time management skills • Strong written communication skills • Experience coordinating administrative processes, events or projects • The ability to identify and suggest opportunities for improvement in how the work is done (an interest in process improvement) • Solutions-focused approach to addressing challenges (problem-solving)
Knowledge and experience (desirable)	<ul style="list-style-type: none"> • Experience and understanding in working with Aboriginal and Torres Strait Islander communities • Understanding of autism (highly desirable) • Easy English writing skills
Job Requirements	<ul style="list-style-type: none"> • National Police Check (NPC) appropriately cleared

PART C: APPROVED BY

Position Approved by: Tom Tutton (Date) 30/07/2021

PART D: ACKNOWLEDGEMENT OF INCUMBENT

I have read and understood the requirements of the position

Name: _____ (Date) _____