



Project Officer – Diversity & Inclusion

Is diversity and inclusion your thing?

Do you want to help remove barriers to employment for people living with disability?

Do you enjoy interacting with a variety of organisations?

Read on!

- Interesting and varied project role
- Above-award salary at Level 4 (SCHADS) with immediate access to salary packaging
- Part-time with flexible work options

The Australian Federation of Disability Organisations (AFDO) is a Disabled People’s Organisation and a national cross-disability peak, championing the rights of people with disability and enabling them to participate fully in Australian life. AFDO offers a supportive work environment, with a team passionate about the rights of people living with disability. Benefits include options for workplace flexibility, remote working and immediate access to tax-reducing salary packaging (\$15,900 tax free income per year).

Snapshot of this Role

ADFO has secured funding to roll out the Business Inclusion & Diversity Services (BIDS) project in the Hunter Valley (NSW) and ACT regions. BIDS delivers support to small and medium sized businesses to enhance their disability confidence to employ people with disability, thereby removing barriers to employment for people living with disability.

As a BIDS Project Officer, you will enjoy a wide variety of work with plenty of stakeholder engagement. You will:

- Engage with a range of local small businesses to understand their needs and current knowledge of disability
- Build awareness and confidence of small businesses to be able to attract, recruit and retain employees with disability
- Manage a caseload of businesses to deliver customised solutions
- Assist with the overall running of the project



About You

You have a genuine commitment to social justice and want to see a world where people living with disability can participate fully in their communities of choice. You bring:

- Experience in the commercial sector and good understanding of business operations e.g. previous management, HR, administration, sales or business development
- Good understanding of the challenges experienced by small business (knowledge of the Hunter / ACT region and local businesses would be an advantage)
- An understanding of the barriers to employment experienced by people with a disability or willingness to proactively develop this knowledge
- Excellent relationship management, communication, influencing and negotiation skills
- Well-developed written communication skills
- Computer literacy
- A self-managed approach to your work

Relevant tertiary qualifications (eg business or human resources) would be highly regarded.

People living with disability are strongly encouraged to apply.

Other role requirements include suitable remote working facilities (eg, home office), National Police Criminal Record Check and full COVID vaccination status or medical exemption.

This is a part-time role (21 to 22.5 hours per week) with an offer of an initial 12-month contract and opportunity for renewal for a second year.

Interested?

Please submit a two-page cover letter responding to the selection criteria in this document with your resume, to carol.lewis@afdo.org.au. Please specify which region you are located in (ACT or Hunter Valley, NSW).

Position Description

Position	Business Inclusion & Diversity Service (BIDS) Project Officer
Reports to	BIDS Coordinator
Direct Reports	None
Works With	National Manager Business Inclusion & Diversity Officers and other AFDO staff AFDO Manager – Business Development & Sustainability Regional Development Australia staff
Award Classification	Level 4, Social, Community, Home Care & Disability Services Award
Term	Project term for 2 years Six month probationary period
Start Date	As soon as possible
Location/s	Hunter Valley Region, New South Wales Canberra Region, ACT/NSW Remote - designated workplace - Melbourne Office
Hours of Work	21 to 22.5 hours per week, worked Tuesday to Friday or Tuesday to Thursday
Date PD Approved	November 2022
<p>About the Project</p> <p>The Business Inclusion & Diversity Services (BIDS) is an initiative of the Australian Federation of Disability Organisations (AFDO). The BIDS aims to offer support to small and medium sized businesses to increase their disability confidence to employ people with disability.</p> <p>The BIDS commenced as a pilot program in 2015 that assisted up to 50 Geelong businesses to build their skills and confidence in relation to people with disability as employees and customers. The project has been reviewed, evaluated and changes implemented. As a result of funding from Regional Development Victoria, in 2018 the service partnered with Tourism Greater Geelong and the Bellarine (TGGB) to deliver Destination Accessible across the region, and to date has worked with over 100 businesses.</p>	

Position Summary

The Project Officer supports the Project Coordinator in delivering the *ILC Building – Economic & Community Participation Program – Building Employer Confidence & Inclusion in Disability* project and the Business Inclusion & Diversity Services (BIDS) either in the **Hunter Valley** region of New South Wales or the **Canberra/ACT** region. The BIDS team helps shape the thinking of businesses on the benefits of a diverse workforce that is inclusive of people with disability.

Responsibilities

Identify businesses in the relevant region (preference for 5<200 employees) through identified channels

Work collaboratively with networks which includes local, state and national stakeholders and relevant internal stakeholders

Small Business Engagement

- Engage with a range of local small businesses to develop an understanding of their needs, objectives and current knowledge of disability
- Build awareness and confidence of small businesses through advice and information about the attraction, recruitment and retention of employees with disability
- Encourage and build the awareness of businesses of how to accommodate disability in the workplace and the business benefits of hiring people with disability
- Provide one to one customised advice and support to remove and minimise barriers that impact the recruitment and ongoing employment of people with disability
- Facilitate connections with a wide range of employment supports and resources to support businesses to become disability confident, and continue that confidence

Project Delivery

- Work with an agreed number of small and medium sized businesses, undertake assessment of the business' objectives and capabilities and develop a plan to support businesses to demonstrate their disability confidence
- Deliver customised solutions for each business in a time effective and high-quality manner, including advice, recruitment channels that are appropriate to the business' objectives and referrals to appropriate services to enable businesses to continue their progress beyond the initial engagement

Project Support

- Assist the Project Coordinator in the implementation, monitoring and administration of relevant projects
- Promote take-up of value-add opportunities offered by AFDO (such as training, consultancy, etc) to participating businesses and communicate opportunities to the National Manager
- Draft documentation as directed
- Undertake research tasks as required
- Assist with the development of documents and resources for the project

- Act as a point of contact for external stakeholders and internal staff, providing information and follow up as needed
- Maintain an up to date online centralised electronic filing system and database for each project
- Manage the schedule of all project meetings, attend to meeting logistics and prepare agendas and minutes
- Assist with the planning and delivery of workshops and event online or venue delivered such as invitations, managing participants lists, selecting appropriate venues or online platforms, arrangement for supports and accessibility requirements, organising catering, issuing documents or presentations in accessible formats, sending and collating feedback from attendees post-event.
- Assist with project reporting as required

General

- Maintain a broad awareness of external matters relevant to AFDO's work.
- Assist with funding submissions and other fundraising activities when required.
- Work collaboratively with team members to contribute broadly to the achievement of AFDO's objectives.
- Participate in organisational and team planning initiatives.
- Comply with AFDO policies and procedures.
- Provide regular reporting as necessary.
- Undertake other tasks as directed by management in keeping within the scope of this role.

Responsibilities and Key Decision Making in this Role

- Manage any consultants or volunteer(s) assisting with the projects and the required workflow.
- Manage own calendar, logistics and administration.

Selection Criteria & Key Attributes

Ideally, candidates will be able to demonstrate:

- Relevant tertiary qualifications (such as business or human resources) would be highly regarded
- At least 5 years' experience within the commercial sector and good understanding of business operations e.g. previous management, HR, administration, sales or business development consulting working across a variety of industry/small-medium enterprises
- Good understanding of the challenges experienced by small business (knowledge of the Hunter and Canberra/ACT region and local businesses would be an advantage)
- An understanding of the barriers to employment experienced by people with a disability or willingness to proactively develop this knowledge
- Excellent relationship management, influencing and negotiation skills
- Well-developed communication skills – verbal and written
- Strong attention to detail and creative problem solving
- Proven ability to manage multiple tasks simultaneously and efficiently and respond effectively to shifting priorities
- General administration knowledge, database management skills and general computer skills (Microsoft Outlook, Word, Excel, PowerPoint and internet).
- Ability to maintain a high level of organisation, productivity, independence and autonomy and to meet tight deadlines in a remote working environment

- Suitable remote working facilities (ie, working from home facilities) with reliable internet and mobile phone coverage

Other Requirements

- Working with Children Check
- National Police Criminal Record Check
- Full COVID vaccination status or medical exemption