

# Position Profile



<b>Position:</b>	<b>Autism Friendly Consultant</b>
<b>Team:</b>	FABS Fundraising, Autism Friendly and Business Development
<b>Org unit:</b>	Autism Friendly
<b>Reporting manager:</b>	Head of Autism Friendly
<b>Industrial coverage:</b>	Non-award
<b>Position number:</b>	101522
<b>ANZSCO code:</b>	5111
<b>Aon code:</b>	Aon.OPR.90143.3, Aon.OPR.90215.2, Aon.OPR.90143.5
<b>Approval status</b>	Approved
<b>Date reviewed:</b>	July 2025

## Organisation purpose

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

Vision: The best opportunities for people on the autism spectrum.

Mission: We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centered, family-focused, and customer-driven.

Values: We are passionate about people, about being positive, and about what's possible.

## Portfolio and Team purpose

The newly formed FABS Portfolio is home to four teams;

- Philanthropy, Relationship and Gift in Will
- Autism Friendly and Partnerships
- Fundraising, Mass Marketing and Supporter Services
- Business Development – newly formed in 2023

The majority of works is externally focussed with a **goal of growth; financial, reach and impact**. We aim to deliver excellent customer service to existing and new supporters, corporates and autism friendly clients. We are committed to utilising a data-led marketing approach to connect and inspire new partnerships and gifts through a wide variety of activities and initiatives.

In turn this will enable Aspect achieve the vision to create the best opportunities for people on the autism spectrum.

## Position purpose

The Autism Friendly Consultant will work as part of the Aspect Autism Friendly team. The team works as a partnership between Autistic and non-autistic staff to organise and deliver Autism Friendly consultancies to companies who offer travel, shopping, leisure (zoos, museums, libraries etc), sport

and activity and events (like Mardi Gras or 'Relaxed Performances') via environmental assessment, report writing, resource development, staff training, special events and communications.

### **Key Responsibilities:**

- **Project managing** larger autism friendly consultancies (6 months or more, with multiple resources and partners), planning timelines, allocating tasks, maintaining effective connection and communication, agenda & minutes and reporting outcomes
- Writing up comprehensive Autism Friendly **assessment reports**, especially more complex reports (multi-environment spaces such as a series of shops or complex spaces like airports) in an efficient and timely way, using photographs, with an implementation plan and in consultation with the Autistic walkthrough partner
- Completing projects across Australia and **travelling** whilst also being able to support an Autistic travel partner who has to manage the stress of travel and work (especially at the end of a long consult if people are tired or when there are changes to travel plans).
- Support for key autism friendly **processes** including inquiries, the referral pipeline, discovery meetings, proposal development, progress meetings, implementation and communication etc via attending meetings, supporting record keeping, adding data to Salesforce
- Support colleagues to develop and deliver autism-friendly **activities** such as assessment, resource development (visual stories and sensory maps), co-training, implementation checks, event coordination and communications in a well planned and efficient way.
- Support Autism Friendly **team planning** and organisation meetings, taking turns to chair, helping to keep records, contributing positively and constructively
- Support the **continual improvement** of Aspect Autism Friendly taking responsibility for some development projects e.g. refining autism-friendly frameworks
- Maintain **records** in Salesforce in an accurate, timely and thorough manner

### **Safeguarding the people we support**

Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:

- follow safeguarding guidelines as outlined in Aspect's Safeguarding the People We Support policy and Code of Conduct.
- 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.
- escalate/report other staff practices which deviate from policy/procedure.

### Work health and safety

All staff are required to:

- 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.
- understand and adhere to Aspect's Code of Conduct.

### Reporting lines

<b>Direct manager:</b>	Head of Autism Friendly
<b>Direct reports:</b>	N/A

### Essential requirements

- Demonstrated successful experience team leading services when working with stakeholders to achieve project outcomes with long and complex projects
- Ability to write complex assessment reports that are co-developed clear, well structured, using Aspect Autism Friendly branding and with implementation plans
- Proven highly developed organisational & time management skills
- Proven ability to manage priorities to effectively contribute to a variety of tasks/projects in the same time period
- Demonstrated understanding of contemporary, evidence-based approaches to inclusion of people on the autism spectrum
- Demonstrated experience as part of a high performing team
- Interest & capacity to travel interstate as required
- Currently Working with Children Check for paid employment and National Police Clearance (NSW) on job offer will be mandatory

### Attributes and Capabilities

The following attributes and capabilities are needed to perform the role effectively. There may be some overlap between the two groupings.

### Portfolio core values

<b>Client Focussed</b>	<ul style="list-style-type: none"><li>• We work in collaboration with autism friendly partners, responding quickly to communications, building trusting relationships</li></ul>
<b>Collaboration</b>	<ul style="list-style-type: none"><li>• We work together closely as a team and value partnership between Autistic and non-autistic staff</li></ul>
<b>Integrity</b>	<ul style="list-style-type: none"><li>• Being honest and authentic with our partners, and our team and acting in the best interests of Autistic people</li></ul>
<b>Excellence</b>	<ul style="list-style-type: none"><li>• Operating a 'best practice' and data led approach with a focus on continuous improvement</li></ul>

<b>Creativity</b>	<ul style="list-style-type: none"> <li>Focussing on innovation</li> </ul>
<b>Inclusive</b>	<ul style="list-style-type: none"> <li>Treats all individuals in a respectful and inclusive manner.</li> <li>Removes barriers and promotes inclusion throughout all aspects of work.</li> </ul>

<b>Functional capacity requirements</b>	<b>Note:</b> Frequency refers to an approximate percentage of time in a typical shift or period on duty: Rarely: Up to 7% Occasionally: 8% to 33% Often: 34% to 66% Continuously: More than 66%	
	Requirement	Occasionally
	Resilience to time pressure/workload	Continuously
	Sitting	Occasionally
	Standing, Walking	Occasionally
	Pulling, pushing, lifting <5kg, reaching, carrying	Continuously
	Fine motor skills – keyboarding, writing	Occasionally