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| **Position:** | **Autism Friendly Employment Consultant** |
| **Team:** | FABS Fundraising, Autism Friendly and Business Development |
| **Org unit:** | Autism Friendly |
| **Reporting manager:** | Autism Friendly Employment Manager |
| **Industrial instrument:** | Non-award |
| **Position number:** | TBC |
| **ANZSCO code:** | 5111 |
| **AON code:** | Aon.OPR.90143.3, Aon.OPR.90215.2, Aon.OPR.90143.5 |
| **Approval status** | Draft |
| **Date reviewed:** | August 2025 (12 month contract) |

**Organisation purpose**

***An organisation’s purpose explains why it exists, what it aims to achieve, and how it contributes to the community, customers, or broader society.***

**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-centred, family-focussed, and customer-driven.

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

**Team purpose**

***A team purpose explains why the team exists, what it’s there to achieve, and how it contributes to the organisation’s goals, helping everyone understand the context they’re working in and how their work matters.***

There are four teams that make up the FABS Portfolio:

1. **F**undraising, Mass Marketing, Supporter Services, Philanthropy, Relationship and Gift in Will
2. **A**utism Friendly
3. **B**usiness Development
4. **S**trategic Partnerships

Collectively, we are guided by a shared commitment to always act in the best interests of Autistic people – and those who support them. This principle helps us make the right decisions about what we do, who we partner with, and how we grow our impact, reach, and income.

The Autism Friendly team partners with organisations seeking to create more accessible and inclusive environments, experiences, and practices. The team is co-designed and delivered through collaboration between Autistic and non-Autistic staff.

**Position purpose**

***A position purpose explains why a position exists and what it is meant to do.***

Organisations are often not designed with neurodiversity in mind, leading to high unemployment, limited career growth, and social isolation for many Autistic people. Despite growing awareness, most organisations lack the knowledge and tools to create truly inclusive, accessible, and autism-friendly workplaces.

Aspect is committed to changing this reality. This new role works with the Autism Friendly Employment Manager, collaborating with both Autistic and non-Autistic individuals at Aspect and with our clients to drive meaningful change.

You’ll bring your lived experience as an Autistic person, along with strong skills in writing, communication and organisation, to help accelerate the development of Aspect’s Autism Friendly Employment service - and play a key role in shaping something to drive meaningful change.

**Key accountabilities**

***This section lists the main things the person in the position is responsible for doing.***

**Co-developing the Autism Friendly Employment Service**

* Work with the Autism Friendly Employment Manager to help develop Aspect’s Autism Friendly Employment service.
* Share your lived experience as an Autistic person to help shape the Autism Friendly Employment service and framework, ensuring it reflects the diverse needs of Autistic people when at work.
* Contribute to authentic codesign by participating in meetings, reviewing documents, engaging in conversations, and speaking publicly supporting the service’s relevance and impact.
* Work in genuine partnership with Autistic and non-Autistic individuals aligned with Aspect’s Working in Partnership Charter.
* Support double empathy in employment contexts by encouraging respectful, inclusive dialogue between Autistic and non-Autistic individuals to strengthen shared understanding of different perspectives.

**Research and Content Development**

* Review research and practice to find examples of effective support for Autistic people at work. This includes looking at:
  + What works well at Aspect.
  + What research and literature say.
  + What best practice organisations are doing.
* Help develop content including for example guides, tools, and resources supporting organisations to understand what they need to do differently to be inclusive of Autistic (and neurodivergent) people, and how to do it well. This includes practical advice on:
  + Adapting workplace practices to reduce barriers and improve accessibility;
  + Creating inclusive policies and procedures that reflect neurodivergent needs;
  + Building awareness and confidence through education and training; and
  + Designing environments and experiences that work better for everyone.

**Stakeholder Engagement, Project Planning and Delivery**

* Work in partnership with people to build strong and respectful relationships.
* Communicate effectively with diverse groups of people, including Autistic and non-Autistic team members, clients, and stakeholders (taking into account differences in communication between Autistic and non-Autistic people).
* Assist with client projects and lead planning when needed including helping manage tasks, timelines, goals, and keeping things organised and on track.
* Co-lead client training sessions virtually and in person.
* Maintain accurate client records by updating databases, scheduling appointments, responding to client communications, and following up on agreed actions to ensure smooth project delivery and high-quality service.
* Use effective personal strategies to stay organised and help keep documents, plans, and information easy to find and share.

**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**

Staff are required to:

* take reasonable care for their own health and safety.
* demonstrate self-awareness and the ability to independently manage their energy and capacity, communicating proactively if needed enabling timely delivery of expectations.
* comply, so far as they are 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.

**What you’ll need to succeed**

***This section outlines what key skills, experience, and qualities are needed to do the job successfully.***

**Lived experience**

* You are Autistic.
* You want to help improve work opportunities and experiences for Autistic (and neurodivergent) people.
* You are willing to share your lived experience to help others understand the importance of inclusion and why Aspect is driving change.

**Experience**

* You have HR knowledge and experience in a corporate organisation.
* You have professional experience in advocacy and/or co-design.
* You have experience in developing written materials such as guides, tools, and resources that support learning, inclusion, or workplace improvement for diverse audiences.
* You have experience reviewing research or finding useful information from different sources (like websites, reports, or talking to people).
* You have experience presenting to diverse audiences (virtually and in person).
* You have experience working collaboratively with people to deliver work projects.

**Skills**

* You are able to travel independently (driving, public transport) to attend face-to-face meetings.
* You are able to work from Aspect’s Chatswood office a minimum of one day per week.
* You are able to work with confidence and persistence in environments that may not yet be fully inclusive of Autistic people.
* You are able to speak in front of groups of people.
* You can explain your ideas clearly in writing and when speaking.
* You are able to stay organised by tracking tasks, documents, and timelines to support effective project delivery.
* You can work respectfully with Autistic and non-Autistic people.
* You can give feedback and share ideas to help improve experiences.
* You can use digital tools like email, Microsoft Word, Excel, and the internet.
* You are able to carry out the routine tasks and responsibilities of the role, including updating client databases, scheduling appointments, responding to emails, and following up on actions reliably and independently.

**Personal qualities**

* You care about inclusion and fairness for Autistic people.
* You are willing to learn and work with others.
* You are reliable and pay attention to detail.

**How we work and what matters to our team**

***This section explains how our team works together, what we care about, and the values that guide how we treat each other and the people we support.***

We are guided by shared values and a strong team culture that supports inclusion, collaboration, and continuous improvement. Together, we:

* Put clients first by working in partnership with Autism Friendly Employment partners, responding promptly, and building trusted relationships.
* Collaborate closely as a team, valuing the strengths and perspectives of both Autistic and non-Autistic staff.
* Act with integrity, being honest and authentic in our work and always acting in the best interests of Autistic people.
* Strive for excellence by using best practice approaches, informed by data and focused on continuous improvement.
* Encourage creativity and innovation in everything we do.
* Promote inclusion by treating everyone with respect, removing barriers, and embedding inclusive practices across all aspects of our work.
* Contribute to a positive team culture that values high performance, continuous learning, and inclusion.
* Participate in team development activities, including FABS and Autism Friendly team days, to strengthen collaboration and shared purpose.

**Functional capacity requirements**

*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%*

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| **Requirement** | **Frequency** |
| Resilience to time pressure/workload | Often |
| Sitting | Continuously |
| Standing, walking | Occasionally |
| Pulling, pushing, lifting <5kg, reaching, carrying | Rarely |
| Fine motor skills – keyboard use, writing | Continuously |