

Position:	Working in Partnership Lead
Reporting to:	Head of People and Culture
Sub-business unit:	People, Culture and Safety
Award/agreement:	Non-award
Date reviewed:	September 2026

Position Purpose

A culture of inclusion, belonging and shared contribution is central to Aspect's future and success. The Working in Partnership Lead builds and maintains strong relationships with key stakeholders across the organisation, to embed meaningful collaboration and consultation practices. The role leads the implementation of Aspect's Autism Plan and the embedding of the Working in Partnership Charter. It facilitates Aspect's Autistic advisory groups and Autistic participation in strategic planning. It showcases effective partnership practices, develops accessible resources and drives continuous cultural improvement in how Aspect works in partnership with Autistic people.

Key Accountabilities

Working in partnership

- Coordinate implementation of the Aspect Autism Plan – lead the coordination, facilitation and ongoing implementation of Aspect's Autism Plan, working across the organisation to drive agreed actions forward, monitor progress and support accountability for delivery.
- Oversee the role and quality standards of the Working in Partnership Charter and ensure it supports Aspect's strategic pillars and goals.
- Facilitate the Aspect Advisory Council – coordinate and facilitate Aspect's lived experience governance group, including meeting planning and administration, stakeholder engagement, and ongoing support for Advisory Council members to participate meaningfully in Aspect's governance and strategic decision-making.
- Facilitate the Aspect Think Tank – coordinate and facilitate Aspect's lived experience operational advisory group, including meeting planning and administration, supporting members, and enabling meaningful lived experience input into projects, resources, services and organisational initiatives.

- Use research and expert consultation to inform the benefits, outcomes and processes involved in Working in Partnership.
- Support continued implementation of existing co-production and Working in Partnership procedures.
- Develop, evaluate and continually improve the Working in Partnership Charter in line with agreed delivery milestones.

Co-delivery, inclusion & culture

- Coordinate lived experience co-production across Aspect – provide a central coordination point for lived experience consultation and co-production across Aspect's business units. Support teams to identify and engage appropriate lived experience contributors and facilitate effective co-production processes, drawing on the breadth of lived experience expertise available across Aspect.
- Partner with Autism Friendly Employment on Client 1.0 – act as the key PCS partner for the Autism Friendly Employment Client 1.0 initiative, supporting collaboration across the organisation and contributing to Aspect's work towards becoming an autism-friendly and inclusive employer.
- Support employee lifecycle activity; Autistic-focused employment initiatives, performance management processes, learning and retention strategies and other People, Culture and Safety related activities that drive partnership.
- Support continuous cultural improvement in working in partnership with Autistic people and communicate consultation outcomes back to relevant groups.

Engagement, communication & promotion

- Develop a dissemination and engagement strategy for Aspect's Autism Plan in consultation with the Aspect Communications team and meet agreed milestones.
- Develop and present communication in accessible formats, including Easy English and video.
- Develop and share case studies and presentations for the Board, Advisory Council and other identified groups.
- Contribute to staff newsletters, the Aspect Annual Report and external communications.
- Develop measures to evaluate stakeholder understanding of and engagement with the Working in Partnership Charter.

Implementation, monitoring & reporting

- Assess and report on outcomes of Aspect's Autism Plan on a quarterly basis.
- Support implementation of the Charter and establish a documented evaluation and continuous improvement process.

Safeguarding: Follow Aspect's safeguarding policy and Code of Conduct, complete mandatory training, remain vigilant to signs of abuse, neglect or exploitation, and escalate concerns or practices that deviate from policy.

Work, health and safety: Take reasonable care for health and safety, follow reasonable instructions, report unsafe conditions or practices, exercise duty of care for students and participants, and participate in consultation.

Essential requirements

Capabilities

- **Written skills:** Write to a high standard, including development of project plans, progress reports and meeting summaries.
- **Advocacy:** Demonstrated advocacy and leadership skills.
- **Communication:** Advanced written, verbal, AAC, facilitation and presentation skills, adapted for different Aspect groups.
- **Collaboration:** Collaborate diplomatically within teams and across the organisation to develop strategy.
- **Co-production:** Lead development of co-produced reports, processes and outcomes.
- **Evaluation:** Demonstrated project evaluation skills.

Essential job requirements

- Lived experience as an Autistic person.
- High-level written and oral communication skills, including writing for different audiences.
- High-quality analytical, research and report-writing skills.
- Understanding of decision-making and policy processes in a not-for-profit environment.
- Understanding of social policy and service-delivery issues in a human services environment.
- Demonstrated successful project management experience.
- High-level proficiency in the Microsoft Office suite.
- Ability to influence and engage internal and external stakeholders at all levels.

Knowledge & Experience

- Knowledge of Aspect departments, systems and processes to support rapid development of the Charter, networking and dissemination – internal candidates.
- Experience consulting with Autistic people, advisory groups, leaders and business units to co-produce organisational outcomes.
- Experience developing, implementing, evaluating and reporting on organisational projects or strategies.

Clearances

- Current driver's licence and use of own vehicle for business purposes.
- Flexibility to undertake state and interstate travel.
- Working with Children Check clearance for the relevant state.
- National Police Check clearance.
- Completion of the NDIS Worker Orientation Module.