

Position Profile



Position:	Administration Officer
Team:	Partnerships, Development and Autism Friendly
Org unit:	Autism Friendly
Reporting manager:	Team Leader, Autism Friendly
Industrial coverage:	Non-award
Position number:	<i>Tbc</i>
ANZSCO code:	5412
Aon code:	Aon.ADM.40101.3
Approval status	
Date reviewed:	1 year

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 Aspect Autism Friendly team's mission is 'Making Australia Autism Friendly'.

Our team works with all different types of organisations in all different sectors/industries.

Our work is informed by Aspect's Autism Friendly Framework – a comprehensive approach that was developed based on:

- Research
- Aspect's 50+ years of good-practice knowledge
- Autistic involvement

We try to be an autism-friendly/inclusive employer and our staff report that some of the strengths of our team include being:

- Friendly
- Warm
- Open-minded

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- Community-minded
- Patient
- Understanding and supportive of social or communication differences

We are a team of autistic and non-autistic people. who work together in partnership to:

- Walkthrough and assess places, events or activities
- Make recommendations about how organisations can improve their places, events or activities
- Develop helpful resources like Visual Stories, Sensory Maps, Visual Communication Supports and Visual Schedules
- Support the development of inclusive events and initiatives, like adapted sport programs or relaxed theatre performances
- Provide training to staff about supporting autistic people
- Do a follow-up walkthrough to check how recommendations have been implemented

Position purpose

The Administration Officer will work as part of the Aspect Practice team in the Aspect Autism Friendly (AF) team. The role works in partnership with non-autistic staff to provide administrative support to the team's Autism Friendly Consultants and Executive Manager.

Key Responsibilities:

- Sending template emails (i.e. pre-training session, post-training session) to gather or share relevant info with clients, and share with AF team
- Booking initial meetings between AF staff and client
- Developing Proposals based on notes from AF staff at Discovery Meetings
- Developing Agendas
- Booking in Calendars
- Booking Travel
- Helping to organise and advise staff of when and where to be, due dates etc
- Taking Minutes/actions
- Updating Salesforce regularly (i.e. contact info, adding products when proposals agreed, adding tasks, updating stages of projects, saving files)
- Liaising with finance for invoicing
- Keeping various lists (i.e. suggested improvements to a process or document) for review and action at a later date
- Helping to develop project plans/framework of various continuous improvement projects

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:

- complete IT safety modules in a timely manner
- 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

Direct manager:	Team Leader, Autism Friendly
Direct reports:	

Essential requirements

- Demonstrated successful experience in working with stakeholders to achieve project outcomes
- Proven highly developed organisational & time management strategies
- Proven strategies 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 Autistic people
- Demonstrated experience as part of a high performing team
- Relevant state, current Working with Children Check for paid employment
- 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

Client Focussed	<ul style="list-style-type: none"> We work in collaboration with autism friendly partners, responding quickly to communications, building trusting relationships
Collaboration	<ul style="list-style-type: none"> We work together closely as a team and value partnership between Autistic and non-autistic staff and collaborate with Autism Friendly partners
Integrity	<ul style="list-style-type: none"> Being honest and authentic with our partners, and our team and acting in the best interests of Autistic people
Excellence	<ul style="list-style-type: none"> Operating a 'best practice' and data led approach with a focus on continuous improvement
Creativity	<ul style="list-style-type: none"> Focussing on innovation
Inclusive	<ul style="list-style-type: none"> Treats all individuals in a respectful and inclusive manner. Removes barriers and fosters inclusion throughout all aspects of work.

Functional capacity requirements	Note: 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