

Position Profile



Position:	Autism Friendly Employment Manager
Team:	Partnerships, Development and Autism Friendly
Org unit:	Autism Friendly
Industrial coverage:	Non-award
Position number:	<i>Tbc</i>
ANZSCO code:	<i>Tbc</i>
AON Code:	<i>AON.MKT.20019.4</i>
Approval status	Final
Date reviewed:	2 year contract

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

This role sits within the FABS Portfolio which is home to four teams;

- Fundraising & Philanthropy
- Autism Friendly
- Business Development and Commercial Products
- Strategic Partnerships

The majority of works is externally focussed with a **goal of growth in the areas of revenue, reach and impact.**

The Autism Friendly team works with many organisations looking to create more accessible and inclusive environments, experiences and practice.

The Autism Friendly team is designed and delivered as a partnership between Autistic and non-autistic staff. As such, Autistic applicants are encouraged to apply.

Position purpose

Autistic people experience more unemployment and underemployment than non-autistic people (and the general disability population), facing multiple barriers in recruitment,

onboarding, role completion and career advancement. Put simply, we need to improve this.

This is a brand-new role, for an industry employment visionary leader with ambition and ability to make a transformational difference. Drawing on your relevant service development, corporate and networking experience you will co-develop a new autism friendly employment service consultancy which, in time, will become sustainable through fee for service income.

A key success indicator is the pilot service is well received by our trial corporate business partners within the first year, and show ability to scale through attracting fee for service income and grant money.

Key accountabilities

Delivery

- By 3 months have a project plan in place with clear reportable milestones and KPI's – for the Executive and grant funder of this position.
- Work with the **Aspect Research Centre for Autism Practice** (ARCAP) to develop a research-based comprehensive autism friendly employment framework
- Spend time to synthesise research, listen to Autistic people and understand the Autism Friendly team
- Deliver gold standard '**Working in Partnership between Autistic and non-autistic staff**' at every stage of service development and implementation
- Identify the **good practice supports and processes that exist** in Aspect (e.g. My Work Profile and Inclusive Interviewing), collate and build new resources until the framework is complete with research-based practice.
- Operates the service via Salesforce with all customer interactions being recorded and reportable.
- By the end of year 1 have delivered two Employment consultancies with corporates with an insights/evaluation reports to keep Executive informed.
- Develop a strategic plan for the **next steps** of the consultancy once the service is developed including maintaining an effective financially sustainable service.
- Review and develop a business plan/case for moving forward some new concepts and initiatives; **Autistic Academy** (an employment, skills and identity program for young, disconnected Autistic people) and organisation accreditation scheme
- **Network** with external organisations, peak bodies and conferences to understand the market including competitors, enablers and barriers to an Aspect service
- As this role is funded by one of our generous Foundations – ensure that reporting and progress updates are provided to a high quality and timely manner.

Collaborate and develop with key Internal stakeholders to progress the area;

- **Aspect Philanthropy and Strategic Partnerships** – Seek further opportunities to attract funding through government grants and philanthropy grants. Provide stewardship and inspiring update reports to major Philanthropic Trust supporting this project
- **Aspect Commercial Products** to develop a sustainable autism-friendly employment consultancy model that includes key processes and costings and write this in a business plan and ensure pricing is reflective in proposals.
- **Aspect People** to ensure that Aspect delivers good practice autism friendly employment supports
- **Aspect Communications** to develop and deliver a communications plan that demonstrates good practice autism friendly employment and promotes Aspect Employment. This includes developing value proposition and target audience.
- **Aspect Finance** – to provide monthly and quarterly actual and forecasting reports outlining all activity, trends and forecasting.

Team culture and development

- To be open and comfortable working in a neuro-diverse team by completing and sharing a 'My Work Profile' an Aspect developed personal work profile
- Contribute to and promote a team culture of continuous improvement, high performance and inclusive environment
- Attend FABS portfolio team days

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

Direct manager:	Autism Friendly Executive Manager
Direct reports:	Nil

Essential requirements

- 8+ years' experience working in large mainstream organisations with a strong commercial mindset
- Relevant tertiary qualifications
- Experience in developing and delivering successful inclusion services and contemporary knowledge of autism with a willingness to learn from people with lived experience
- Outstanding negotiation skills, persuasive ability, and presentation/communication skills, coupled with the ability to operate at a strategic level. Ability to manage the goals of the organisation in conjunction with the goals of Partner organisations to obtain best outcomes
- Experience in People / Human Resources policy and practice
- Broad based knowledge of corporate strategic processes through experience in inclusion approaches or other cultural initiatives
- Expertise or understanding of how to achieve cultural change in organisations
- A genuine passion for social change or disability sector. Experience in being successful in working in a neuro-divergent team
- Working with Children Check 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

Integrity	<ul style="list-style-type: none"> Being honest and authentic with our supporters, clients and our team and always acting in the best interests of Autistic people
Inclusive	<ul style="list-style-type: none"> Treats all individuals in a respectful and inclusive manner. Removes barriers and promotes inclusion throughout all areas of work.
Customer Focussed	<ul style="list-style-type: none"> Makes sure that customers feel welcomed and valued and are relationships are professional, effective and courteous
Collaboration	<ul style="list-style-type: none"> Working towards shared vision and goals and working as a team with shared roles and mutually agreed expectations
Excellence	<ul style="list-style-type: none"> Operating a 'best practice' approach with a focus on continuous improvement. Well organised and coordinated worker
Data literate:	<ul style="list-style-type: none"> Uses information, insights and knowledge in a structured way to support the identify of problems and make robust recommendations and frame alternative explanations.
Partnership	<ul style="list-style-type: none"> Works as an equal partnership between Autistic and non-autistic staff

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