

# Human Resources

## Position Description



E9. PD-72

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<b>Position Title:</b>	Access and Inclusion Manager - IEA
<b>Responsible To:</b>	National Operations Manager - IEA
<b>Location:</b>	Employment Services Sites
<b>Hours:</b>	76 hours per fortnight but subject to organisational requirements

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### **Position Overview**

The Access and Inclusion Manager – IEA (Inclusive Employment Australia) is responsible for providing effective expertise, in accordance with our Global Service Model (GSM), knowledge and training to Eighty9 Limited's internal and external stakeholders to build employment opportunities for people living with disability. They will work with a number of key employers and within the GSM to provide best practice knowledge and training for inclusion as well as accessibility audits of workplaces.

### **Personal Attributes**

This position requires a mature minded individual with a high level of interpersonal, communication and organisational skills that interlink with disability and inclusion awareness. You will have the ability to build strong relationships with a broad range of key stakeholders, be a team player and demonstrate an ability to show initiative whilst professionally representing the Organisation. You must be a flexible, outcome-focused individual, with a proactive and positive attitude. You will be able to interact with a range of varying stakeholders, ensuring the best possible employment outcomes for our participants.

### **Responsibilities**

The Access and Inclusion Manager – IEA responsibilities include:

- Ensure all Key Performance Indicators (KPI) are met
- Develop, engage and maintain connections with associated and relevant disability support agencies, mental health providers and other key stakeholders
- Develop and maintain ongoing relationships with industry and employers to negotiate and identify suitable training and mentoring opportunities for access and inclusion
- Train and support Eighty9 Limited staff to job-carve that supports the strengths of each individual and maximises their impact to the employer
- Educate employers on the benefits, impacts and 'how to' of job-carving
- Assist with the achievement of specific contractual disability employment targets within the Organisation
- Provide ongoing coaching and support to Status employees to promote inclusive and effective servicing
- Support employers with understanding access and inclusion to maximise employment outcomes
- Coordinate International Day for People with a Disability and other relevant activities at sites for Participants, stakeholders and staff
- Actively market and promote the Organisations services to generate further business opportunities
- Accurately document, record and maintain detailed case notes and progress reports in accordance with the Government Authority guidelines and in line with the Organisation's quality procedures
- Conduct administrative activities consistent with contractual and legislative requirements and the Organisation's policies and procedures
- Participate in professional development and training as required
- Participate in Status meetings and functions as required
- Any other duties as directed by National Operations Manager – IEA

### **Quality Standards, Regulations and Responsibilities**

The Access and Inclusion Manager – IEA is responsible for ensuring that the following regulations, standards and codes are complied with:

- The Organisation's Policies and Procedures
- Government Authority Contractual requirements
- Government Authority Code of Practice and relevant Service Guarantee

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- Government Authority Complaints Procedures
- Government Authority Deed and Guidelines
- Performance and Quality Framework
- National Standards for Disability Services
- ISO 9001: 2015
- ISO 27001: 2022
- Appropriate authority regulations
- Relevant legal, professional and ethical obligations
- The Organisations Work Health and Safety System
- Work Health and Safety Act 2012

### **Qualifications & Experience**

- Relevant experience in the disability and inclusion field or similar in an advisory role that focuses on access and inclusion
- Experience working with people living with disability including those who may also be Indigenous or face barriers such as drug and alcohol dependency, homelessness, domestic violence and psychological disorders is highly desirable
- Qualifications in Access and Inclusion, Developmental Education and Behavioral or Social Sciences is an advantage but not essential

### **Key Skills/Attributes**

- Demonstrated experience in delivering presentations and training to small and large groups
- Demonstrated ability to engage with people living with a disability
- Demonstrated ability to engage with large and small employers and other relevant stakeholders
- A sound knowledge of the vocational and non-vocational barriers to employment faced by people living with a disability, and the effects of long-term unemployment
- An understanding of the role of labour market experiences and vocational training in preparing people living with a disability for employment
- High level of communication, interpersonal and negotiation skills
- Strong problem solving and conflict resolution skills
- Able to build and maintain long term relationships with key stakeholders
- Proven ability to initiate and implement innovative outcome focused strategies
- Excellent organisational, written and IT skills
- An impeccable reputation for honesty, trustworthiness and fiduciary integrity
- Knowledge of relevant legislation including Anti-discrimination, Equal Employment Opportunity, Work Health and Safety, Privacy and Freedom of Information
- Computer literate in Microsoft Office, Outlook, internet and databases systems

### **Additional Factors**

- Driver's license is essential (alternative transport means by negotiation)
- National Police Clearance prior to commencing employment
- Working with Children Check – state based
- NDIS Workers clearance
- This position may require occasional attendance at meetings or training outside normal business hours
- Lived experience of living with disability is desirable

### **Selection Criteria**

- Knowledge of current best practices that will support people living with a disability to find a keep a job and the ability to educate internal and external stakeholders.
- Experience in the disability and inclusion field or similar in an advisory role that focuses on access and inclusion
- Highly developed communication, interpersonal and liaison skills with a strong emphasis on engagement with employers, stakeholders and internal employees.
- Demonstrated ability to work with employers, community organisations and stakeholders to advocate for employment and education opportunities for people living with a disability.
- Proven ability to work as part of a dynamic, target and outcomes focussed team as well as operating autonomously