
POSITION DESCRIPTION

Position title: Project Officer – Building the Talent Pool

Reports to: Program Manager - Access, Inclusion and Employment

Direct Reports: 0

Location: Perth

Status: Fixed-term contract until 30 June 2021

Hours: Full-time, 38 hours (5 days)

Organisation overview:

National Disability Services (NDS) is Australia's peak body for non-government disability service organisations, representing over 1,180 non-government service providers. Collectively, NDS members operate several thousand services for Australians with all types of disability.

NDS promotes the full inclusion of people with disability and this commitment is outlined in our Disability Action Plan (DAP).

NDS is committed to fostering an inclusive and values driven work environment respecting the diversity of our employees, and the members and communities we serve.

Background:

The “Building the Talent Pool” project aims to build the capacity of the WA State Public Sector, including regional areas, to increase the employment of people with disability within State Government agencies and supports the State Government’s target of achieving 5% disability employment by 2025.

Position Purpose:

This role will deliver and support targeted employment strategies and resources for the public sector to increase employment opportunities for people with disability.

It is expected that the position holder is aligned to, and demonstrates NDS’ values of **respect, teamwork and collaboration, leadership, innovation and accountability** at all times.

Accountabilities	Key Performance Indicators
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<p>Co-ordinate the delivery of the Building the Talent Pool project for allocated Agencies, including:</p> <ul style="list-style-type: none"> • Facilitating workshops in metropolitan and regional locations to be delivered in conjunction with local staff to introduce the resources; • Support and facilitate Disability Advisory Group meetings to ensure project relevance for stakeholders • Assisting allocated Public Sector Agencies to improve their recruitment practices and retention strategies for people with disability; and • Connecting Public Sector Agencies with external resources including disability support organisations. • Establish a mentoring program for people with disability 	<ul style="list-style-type: none"> • Workshops completed for allocated Agencies as required • Positive / constructive participant testimonials • Project scheduling and reporting tools/templates up to date and completed in a timely manner • Advisory Group sessions held and documented • Keeps all stakeholders informed and follows up as needed • Mentoring program established
<p>Provide information from allocated Agencies for inclusion in final project report</p>	<ul style="list-style-type: none"> • Information and data for final report completed within a timely manner
<p>Undertake ad hoc duties arising</p>	<ul style="list-style-type: none"> • Demonstrates a can do, flexible approach to support business requirements

Key attributes:-

- Excellent consultation, communication and interpersonal skills with the demonstrated ability to engage with internal and external stakeholders at all levels;
- Previous experience facilitating and delivering training programs;
- Demonstrated understanding of policy, strategies and barriers to the employment of people with disability;
- Demonstrated organisational skills and track record in delivering project outcomes with limited supervision;
- Computer literacy, including Microsoft Office suite;
- Independent travel capability; and
- A tertiary qualification in a related discipline (desirable but not essential).

Key Relationships:-

Internal

- Manager – Marketing, Access and Inclusion
- Program Manager – Access, Inclusion and Employment

- Project Officer – Building the Talent Pool

External

- Allocated Agencies' Project Sponsor
- Public Sector Commission staff
- Allocated Agencies' training participants

Mandatory Checks

The successful applicant will be required to undertake a police background check prior to commencing. Any expenses incurred in obtaining this will be reimbursed to the successful applicant only.