

PROJECT OFFICER - ECONOMIC PARTICIPATION



Classification Level	SCHADS 5.1
Employment type	Part-time – up to 12 months
Work location	West Perth
Reporting line	Chief Executive Officer
Supervisory Responsibilities	Nil
Date document created or updated	March 2021

Position purpose

The Project Officer position helps shape the thinking of businesses about the benefits of a diverse workforce including young people with disabilities in Western Australia (WA). The role will build the capacity of the WA business community to improve employment and access opportunities for young people with disabilities and will work in collaboration with Advocacy WA and Youth Disability Advocacy Network.

Organisational context

Since 1981, PWdWA has been the peak disability consumer organisation representing the rights, needs, and equity of all Western Australians with disabilities. We provide access to information, and independent individual and systemic advocacy with a focus on those who are most vulnerable.

PWdWA is run by and for people with disabilities and aims to empower the voices of all people with disabilities in Western Australia.

Key Relationships

Internal Relationships:

- Chief Executive Officer
- Individual Advocacy Services Manager
- Systemic Advocacy and Projects Manager
- Organisational Development and Communications Officer

External Relationships:

- Project Partners – Advocacy WA and Youth Disability Advocacy Network
- Local businesses
- Community members

Responsibilities

PRINCIPAL ACCOUNTABILITIES

- Develop an understanding of each business' needs, objectives, and current knowledge of disability
- Build the awareness of businesses about how to accommodate disability in the workplace and the business benefits of hiring young people with disability
- Provide one to one customised advice and support to remove and minimise barriers which impact the recruitment and ongoing employment of young people with disability.
- Facilitate connections with a wide range of employment supports and resources to support businesses to become disability confident, and continue that confidence post the 12-month project pilot.

DUTIES

- Identify businesses in the Perth metropolitan and Wheatbelt regions through employer engagement events and Partner Networks.
- Work collaboratively with the Partner Network which includes local, state and national stakeholders and the Project Team.
- Design and deliver promotional events, including employer engagement events in the region
- Build awareness and confidence of small businesses through advice and information about the attraction, recruitment, and retention of young employees with disability
- Work with a targeted number of small businesses and undertake assessment of the business' objectives and capabilities and the development of a customised plan to support businesses to demonstrate their disability confidence
- Deliver customised solutions for each business in a time effective and high-quality manner, including advice, recruitment channels which are appropriate to the business' objectives and referrals to appropriate services
- Identify mechanisms to ensure that each business is connected and supported to continue their progress beyond the pilot
- Regularly report to the Project Team on business take-up and the progress of each business
- Assist with collation and reporting of data in accordance with funding requirements.
- Provide support to the Project Team to enable data collection to inform the research methodology which will measure how the confidence of business has increased over the course of the project.
- Any other duties as directed, commensurate with the scope and classification of the position.

Capability Profile

Education/Training/Qualifications (or equivalent experience):

- A combination of relevant experience and/or education/training

Key Selection Criteria

Experience:

- Excellent relationship management, influencing and negotiation skills
- Experience working autonomously, with the ability to work with small business from an initial conversation to assisting each business to implement a customised plan
- Proven ability to project manage multiple tasks simultaneously
- Knowledge of a range of disabilities and how they may impact on employment and the work environment
- An understanding of the barriers to employment experienced by young people with a disability
- A good knowledge of the challenges experienced by small and medium sized businesses (knowledge of the Perth metropolitan and Wheatbelt regions and WA businesses would be a distinct advantage)

Skills/Techniques:

- Exceptional interpersonal, relationship building and influencing skills
- A strong customer focus, with demonstrated confidence and resilience

- A good communicator who can understand and analyse business needs and identify effective interventions and existing supports that businesses can access
- Excellent oral and written communication skills
- Report writing skills
- Strong attention to detail and creative problem solving
- Sound competency in office administration including database management skills and general computer skills (Microsoft Word, Excel, PowerPoint, email and internet).

Desirable

Experience:

- Experience in, or knowledge of, diversity and inclusion strategies
- Knowledge of broader disability issues including the National Disability Insurance Scheme would be highly regarded
- Personal experience of disability would be highly regarded

SPECIAL REQUIREMENTS

This position will be based in Perth. As support will be offered onsite to small businesses, work related travel in the WA region will be a core feature of the Project Officer position. A Driver's License is desirable.

To be able to meet the time pressures of small businesses and to support businesses to adopt flexible work practices in their own workplace, we particularly encourage applications from candidates who are interested in working flexibly between the hours of 7.00am and 7.00pm on weekdays. Attending events outside of working hours will be managed in accordance with the organisation's time-off-in-lieu policy.