

POSITION DESCRIPTION

POSITION TITLE:	National Disability Coordination Officer
LOCATION:	
REPORTING TO:	General Manager - Programs
DEPARTMENT:	NDCO Program

PURPOSE STATEMENT

There are three key objectives to be achieved by this position for the NDCO Program:

- Improved linkages between schools, Tertiary Education providers, employment service providers and providers of disability programs and assistance at all government levels;
- Improved transitions for people with disability between school / community and Tertiary Education, and then to subsequent employment; and
- Improved participation by people with disability in Tertiary Education, and subsequent employment.

OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

REPORTING

This position reports to the General Manager – Programs

PRIMARY DUTIES

- Establish and maintain sustainable networks, and strengthen links with and between all key stakeholders (working in the education, employment, community and disability support sectors) to facilitate improved transitions and participation in Tertiary Education and subsequent employment for people with disability.
- Support existing networks to incorporate a disability focus, address key issues and effect change to facilitate improved transitions and participation in Tertiary Education and subsequent employment for people with disability.
- Improve knowledge among stakeholders about opportunities for collaboration and coordination between programs and stakeholders to facilitate better transitions and participation between school/ community, Tertiary Education and subsequent employment for people with disability.
- Link and collaborate with NDCOs at the regional, state and national level, particularly with NDCOs in the adjacent regions.
- Collaborate with local stakeholders across all relevant sectors to identify systemic barriers and service gaps to transitions and participation in Tertiary Education and subsequent employment for people with disability.
- Facilitate projects in collaboration with local stakeholders across the relevant sectors to overcome identified systemic barriers/issues to transitions and participation in Tertiary Education and subsequent employment for people with disability.
- Provide advice to the Department and relevant stakeholders about barriers and solutions to transitions and participation in Tertiary Education and subsequent employment for people with disability.
- Assist in building the capability of education and training providers, including private training providers, to better support their students or prospective students with disability better transition and participate in Tertiary Education.
- Assist in building the capability of employment service providers and employment organisations to better support people with disability obtain suitable employment.
- Ensure education and training providers, employment and other key stakeholders have an awareness of their responsibilities under the Disability Discrimination Act 1992 and the Disability Standards for Education 2005.
- Improve stakeholder knowledge about disability programs and the supports available to enable people with disability to better participate in education and subsequent employment.
- Cultivate communities of practice which encourage shared learnings, goals and collaboration to improve transitions and participation in Tertiary Education and subsequent employment for people with disability.
- Inform people with disability about their rights, entitlements, provider obligations, services and supports available, to help them make successful transitions and participate in Tertiary Education and subsequent employment.
- Educate and empower people with disability and their families to make informed choices about Tertiary Education and subsequent employment.
- Raise aspirations about education and employment possibilities among people with disability, their families and carers, and among the education, training, employment and community sectors.
- Develop inclusive strategies which are reflective of the regional demographics; such as:
 - Aboriginal and Torres Strait Islander people with disability; and people with disability from culturally and linguistically diverse background.

KNOWLEDGE, SKILLS & EXPERIENCE

- Capacity to undertake the required activities.
- Self-starter and self-motivated – capacity to generate their own priorities.
- Strong interpersonal skills – ability to build and sustain relationships with key stakeholders, gain their confidence and build a sense of mutual understanding of needs and objectives.
- Capable networker – skilled in facilitating connections across organisations to form affiliations that willingly come together to enact change.

- Resourceful – through the interactions with networks, use creative means to establish and drive specific projects.
- Strategic – NDCOs must make strategic decisions about the focus of their work based on the needs of their NDCO region, the outcomes they can deliver and the engagement with stakeholders.
- In addition, the NDCO should be able to demonstrate knowledge or be able to quickly develop knowledge of:
 - The complexity of the full spectrum of disabilities evident within the Australian community;
 - The policy and program environment and varied organisational cultures evident in the school and tertiary education sectors; and the changing landscape of local labour markets, job services and employment programs.

QUALIFICATIONS

N/A

KEY DIMENSIONS

Key dimensions required within the role:

- Adaptability
- Communication
- Confidentiality
- Time Management

WORKING RELATIONSHIPS

- Executive Management Team
- Corporate Services
- Community Services

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: _____ Date: _____