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## POSITION DESCRIPTION

# Inclusion Officer

Faculty/Division	Medicine & Health
Classification Level	Professional 5
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00203504
Shiftwork status	NOT SHIFTERWORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	9 September 2024

### Position Summary

Our Inclusion team is based within the National Centre of Excellence in Intellectual Disability Health (referred to herein as “the Centre”). The Centre is a new major initiative supported by the Australian Government, Department of Health and Aged Care, which commenced in 2023. The Centre’s purpose is to improve the health of people with intellectual disability.

As part of the Inclusion Team, **Inclusion Officers** support the Operations and Project Teams to engage in inclusive practices. This includes:

- Working with lived experience staff (intellectual disability) to support co-design and co-production
- Providing advice and guidance about accessibility and inclusion of the Centre’s work
- Development of accessible resources
- Pre and post meeting support for Council and Committee members with lived experience
- External engagement in focus groups and workshops

The role reports to the Inclusion Manager and has no direct reports.

## Accountabilities

Specific accountabilities for this role include:

- Provide high level support to lived experience staff across a range of domains including, but not limited to, workplace support, learning, and wellbeing, to facilitate their active contribution to the team.
- Provide advice on strategies to successfully address the barriers that prevent people with lived experience employees from engaging with their roles at the Centre.
- Review documents, systems and processes to provide advice on accessibility
- Work with lived experience staff to create Easy Read documents
- Collaborate with the Inclusion Team to develop best practices for inclusion at the Centre
- Build and maintain supportive relationships with Centre staff (internal and external to UNSW).
- Perform routine tasks such as typing, reading, logging into applications and systems.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Cooperate with all health & safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

## Skills and Experience

- Relevant qualification with subsequent relevant experience in educating or supporting people with lived experience of intellectual disability, including people with complex support needs, in a workplace environment.
- Well-developed interpersonal skills, including experience in providing mentoring to people with emotional and social support needs.
- Well-developed written and verbal communication skills, including with people who experience communication impairments and have emotional support needs.
- Experience in developing Plain Language and Easy Read resources
- Ability to make sound judgements and work both independently and as part of a team.
- Advanced time management, organisational and problem-solving skills, including the ability to meet deadlines.
- Highly proficient computer literacy with excellent skills in Microsoft Office applications.
- Demonstrated experience supporting and contributing to projects and initiatives.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

### About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.