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POSITION DESCRIPTION

Lived Experience Project Worker (Intellectual Disability)

Faculty/Division	Medicine & Health
Classification Level	Professional 5
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00197565
Shiftwork status	NOT SHIFTWORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	20 May 2024

About this document

This job description talks about the important parts of the job '**Lived Experience Project Worker**'. It has information about:

- What the job is about (job overview)
- The types of things a person does in the job (duties)
- The skills and experience a person should have to get the job (skills and experience)

Job Overview

Lived Experience Project Workers work in different teams at the National Centre of Excellence in Intellectual Disability Health (the Centre).

The Centre is based at UNSW Sydney, in the faculty of Medicine and Health, and works closely with a group of other organisations called a **consortium**.

These organisations are:

- The New South Wales Council for Intellectual Disability (CID)
- Down Syndrome Australia (DSA)
- Queenslanders with Disability Network (QDN)
- First Peoples Disability Network (FPDN)
- Centre for Disability Studies (CDS)
- Mater Intellectual Disability and Autism Service and Mater Misericordiae (MIDAS)
- University of Melbourne (UoM)
- Telethon Kids Institute

The Centre is working on co-designing ways to improve the health of people with intellectual disability.

Lived Experience Project Workers work in teams with project managers and project officers that are working on different National Centre projects.

The projects at the Centre are about:

- **Workforce Education**
 - This is about making sure that people who work in the health services have the right information, resources, skills and training to work well with people with intellectual disability
- **Knowledge Exchange Hub**
 - This project is working on a new website that will be an online space where people with intellectual disability, their families and advocates, people who work in health services and the community can find and share resources and information about health in the lives of people with intellectual disability.
- **Research and Data**
 - The work done in this team uses information that has been developed about intellectual disability and health to find out and share important ways to improve health of people with intellectual disability.

A Project Manager or Team Lead is the manager of the Lived Experience Project Worker.

The Lived Experience Project Worker does not manage any staff.

Each team has a Workplace Support Officer to support the Lived Experience Project Worker.

Responsibilities

Lived Experience Project Workers work on all parts of a project.

Different projects will have different jobs and responsibilities.

Lived Experience Project Workers work with the project manager and project officer to agree on what each project needs.

This is a list of things that a Lived Experience Project Worker might do:

- Share their experiences that can help shape the work being done in the project (only experiences people want to share)
- Talk to people with intellectual disability and their support networks about their experiences and get their feedback on the work of the Centre
- **Co-develop** plans for the project
- **Co-design** different parts of the project
- Make **accessible** documents and resources
 - This means making sure that everyone can understand the information
- **Test** documents and resources
 - This means talking about the things that make sense, the things that might be confusing, things that are clear and things that are unclear
 - Giving suggestions about how to make the documents and resources better
- Share information about the project with other people at UNSW and the Centre

- Co-develop and do presentations about the project
- Support and show the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Follow all health and safety policies and procedures of the university
- Think about their own health and safety, and the health and safety of the people they work with

Skills and Experience

Lived Experience Project Workers must have lived experience of intellectual disability.

Lived Experience Project Workers should have:

- A passion for improving healthcare for people with intellectual disability
- An understanding and/or experience of working in projects and with project teams
- Confidence to ask questions, share ideas, discuss issues with other people with intellectual disability, families, advocates and health service providers
- Ability to work with a team
- Good organisation and time management skills
- Ability or interest to learn some computer skills

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.