

## Tasmanian Electoral Commission

### Accessibility and Inclusion Coordinator

#### Statement of Duties

#### Objective

Support the development of an Accessibility and Inclusion Framework and work to develop and deliver policies and processes aimed at removing barriers to enrolment, voting and electoral employment for the broader Tasmanian community.

#### Duties

- Provide advice, guidance and support to the Tasmanian Electoral Commission (TEC) and its staff relating to accessibility and inclusion issues.
- Lead efforts to address accessibility and inclusion barriers within the TEC through strategic project development and delivery.
- Conduct research, analysis, development, coordination and evaluation of TEC accessibility and inclusion strategies, policies, programs, and procedures.
- Support other areas of the TEC to embed accessibility and inclusion best practices in their work.
- Undertake appropriate internal and external consultation and engagement on accessibility and inclusion matters.
- Produce high-quality written documentation including reports, presentations, plans, proposals, promotional materials, articles, and policy documents.
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

#### Level of responsibility

- The Accessibility and Inclusion Coordinator will be required to work with a substantial degree of initiative and autonomy under the general direction of the Director - Business.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.

- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces inclusive and collaborative.

### **Direction and supervision received**

- The Accessibility and Inclusion Coordinator is expected to work under the direction of the Director Business with limited supervision and exercise initiative and judgement whilst operating within established guidelines and procedures.

### **Selection criteria**

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training, and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. Well-developed understanding of key issues, legislation and frameworks relating to accessibility and inclusion.
2. Strong project management skills and experience in developing and delivering projects to enhance accessibility and inclusion.
3. High level interpersonal skills to support effective networks and foster ongoing relationships within the community.
4. Well-developed communication skills, both written and verbal, to deliver a range of written documentation and adapt information to suit target audiences.
5. Highly developed organisation and self-management skills, including the ability to manage changing and conflicting priorities and work within deadlines.
6. Well-developed knowledge of the role and functions of the Electoral Commission or the ability to quickly acquire.

### **Essential requirements**

- Political neutrality

### **Desirable requirements**

- Nil

## Position Summary

<b>Title</b>	Accessibility and Inclusion Coordinator
<b>Number</b>	357788
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 5
<b>Division</b>	Tasmanian Electoral Commission
<b>Full Time Equivalent</b>	1.0 FTE
<b>Output Group</b>	Tasmanian Electoral Commission
<b>Branch</b>	Design and Improvement
<b>Supervisor</b>	Director Business
<b>Direct Reports</b>	Nil
<b>Location</b>	Moonah
<b>Position category and funding</b>	R085 - 40% R086 – 50% T137 – 10%