Position Description

|  |  |
| --- | --- |
| **Position Title:** | **Disability Confident Recruiter Program Lead** |
| **Business Unit:** | Consultancy Team |
| **Location:** | Sydney Office / Melbourne Office |
| **Direct Report to:** | Consultancy Manager |
| **Date document prepared:** | September 2022 |
| **Role Status:** | Full-time, permanent role |

About AND

The Australian Network on Disability (AND) works with 350+ blue chip active members from the private, public and not-for-profit sectors to increase access and inclusion for people with disability as employees and customers. We are a highly respected and trusted organisation, with a great culture.

We’re driven by our belief that people with disability are skilled and capable social and economic contributors, entitled to share in the economic, social, cultural and political wealth of Australia. We empower our network of members to be actively inclusive of customers and employees with disability. We support them to build their understanding and expertise, connect with others and check their progress on access and inclusion.

We have an affirmative action employment strategy for people with disability and make adjustments to accommodate individuals in the recruitment, selection and employment process.

About the role

Australian Network on Disability’s flagship Disability Confident Recruiter (DCR) Program provides organisations with the tools and resources to confidently recruit talent from diverse groups, including people with disability. The DCR Program guides organisations to identify and address barriers to inclusive recruitment to reduce barriers for candidates with disability. Upon completion of the DCR Program organisations are awarded ‘Disability Confident Recruiter’ status. This status signals to potential candidates with disability that the organisation supports equitable and inclusive recruitment and selection practices.

The DCR Program Lead will work as part of the Consultancy Team who work alongside Australian Network on Disability’s Member Experience Team. The DCR Program Lead will be responsible for providing a seamless, positive customer experience to Australian Network on Disability members and non-members engaging in the DCR Program. The role will also be responsible for the growth of this flagship program to ensure it remains effective and relevant with best practice standards and legislation relating to inclusive recruitment.

This is a growth role, and it is expected that it will expand to include team management over time.

The role requires the ability to travel interstate.

There are 7 deliverables for this role:

* Coordinate the technology transformation process for the DCR Program. This includes working alongside our external providers to develop a streamlined digital approach to submitting their DCR Program checklist.
* Review and iterate the DCR Program over time to ensure continued effectiveness and relevance.
* Facilitate the growth of the DCR Program by supporting more organisations to participate.
* Coordinate the DCR program. This includes tracking program growth and developing reports that outline the status of DCR Program participants.
* Assess and confirm members and non-members DCR Program checklists and confer DCR Program status to participants that meet the requirements for Discovery and annual renewal.
* Facilitate DCR Program information sessions with members and non-members as required.
* Contribute to providing cutting-edge information to AND by staying up to date with relevant research and reports regarding inclusive and accessible recruitment and selection practices.

Qualifications and capabilities

Qualifications

* Bachelor’s degree in any relevant discipline; may include (not exhaustive): human resources, commerce, business, and education.

Experience and knowledge

* Experience in roles that require strong interpersonal and relationship-building skills.
* Good understanding of the barriers experienced by people with disability.
* Experience in, or understanding of, program / project coordination, review, and reporting.
* Knowledge of inclusive recruitment processes.
* Experience in facilitating training sessions and or delivering presentations to groups.
* Knowledge of Web Content Accessibility Guidelines (WCAG) highly regarded.

Behavioural skills

* Builds trust and loyalty
* Demonstrates enthusiasm for providing outstanding customer experiences
* Good listener who is able to understand and analyse needs
* Assertive, resilient, adaptable and flexible
* Hardworking, with a good work ethic
* Ability to manage conflicting deadlines, prioritise tasks and communicate roadblocks
* Uses feedback to drive improved performance
* Team player – collaborates and participates in discussions and decision-making
* Ability to work with confidential and sensitive information
* Displays good judgement, maturity, and enthusiasm
* Commitment to demonstrating AND’s Team Behaviours and embracing AND’s Values and Beliefs (We are *Collaborative, Open, Ambitious, Flexible*)

Technical proficiency

* High-level proficiency in Microsoft Office software applications
* Experience with, or willing to learn how to use, a Customer Relationship Management system (Salesforce)
* Able to, and comfortable with, using teleconferencing and videoconferencing for member and inter-office meetings
* Certificate IV in Workplace Training and Assessment (or similar) will be highly regarded, otherwise willingness to undertake relevant training

Safety

* Understand and comply with AND’s policies and procedures
* Actively support, promote and demonstrate commitment to Work Health and Safety
* Report any hazards identified