# Position Description

| **Position Title:** | **Delivery Manager**  |
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| **Business Unit:** | Strategy Development |
| **Location:** | Flexible: Melbourne / Sydney Office |
| **Direct Report to:** | Strategic Development Manager |
| **Role Status:** | Full time, 20-month contract |
| **Travel** | Travel interstate will be required |

People with disability are prioritised for this position.

# About AND

The Australian Network on Disability is a not-for-profit organisation that partners with over 400 active members from some of Australia’s largest and most trusted private, public and not-for-profit companies. We are highly respected and trusted, with over 20 years of experience and an amazing internal culture.

We empower our network of members to actively include customers and employees with disability by supporting them to build their understanding and expertise, connect with others and check their progress on access and inclusion.

AND has an affirmative action employment strategy for people with disability and makes adjustments to accommodate individuals in the recruitment and selection and employment process.

## AND Pioneering Projects

We’re constantly coming up with new and innovative ways to increase diversity and inclusion in the workplace. We work closely with businesses and government on projects that shape the future of access and inclusion in Australia. Past projects are listed on our [Australian Network on Disability website](https://www.and.org.au/about-us/what-we-do/) as well as current projects working towards [increasing the representation of people with disability on Australian boards](https://www.and.org.au/how-we-can-help-you/increasing-board-and-executive-representation/).

# About the role

The purpose of the Delivery Manager is to contribute to the success and delivery of Australian Network on Disability’s pioneering projects that are establishing new standards and innovating practices in disability inclusion in Australia.

The Delivery Manager will be responsible for delivering AND’s recently awarded Information, Linkages and Capacity Building Grant through the Department of Social Services, titled Employing 100. The Delivery Manager will be responsible for delivering project activity and milestones.

The Delivery Manager will:

1. Assess employers Disability Confidence Maturity and build capability benchmarking, disability confidence training, policy development and workshops.
2. Equip employers with the systems and processes to recruit, employ and retain people with disability.
3. Work with employers to identify vacancies for people with disability, conduct job analysis assessments and develop position descriptions with employers.
4. Support employers to develop mutually beneficial partnerships with Disability Employment Service providers and recruitment agencies.
5. Deliver 100 people with disability into jobs by connecting employers with suitably skilled jobseekers and facilitating recruitment and selection through a demand-led brokerage approach to employ 100 people with disability.

## Key deliverables of the role

* Develop and maintain relationships with key employer and employment provider stakeholders
* Delivering project activities on time which build employer capability and capacity to recruit, employ and retain people with disability
* Co-ordinating resources internal and external to AND as required
* Tracking and managing milestones and deliverables within timeframes
* Optimising and improving processes / approach where necessary
* Supporting the evaluation process in partnership with identified external evaluator
* Designing and coordinating training and workshops with AND Relationship Managers
* Contribution to AND’s strategic plan 2022-25

## Other Activities:

* The role requires the ability to travel interstate occasionally.

# Capabilities

## Experience and knowledge

* An excellent understanding of the barriers experienced by people with disability
* Experience in recruiting employees with disability (highly regarded)
* Experience in project delivery
* At least 2 years’ experience in roles that require strong interpersonal skills
* Track record of building trusted relationships with a range of stakeholders
* Knowledge of diversity and inclusion strategies
* Understanding of employment support required for people with disability, including workplace adjustments

## Behavioural skills

* Exceptional time management skills
* Self-confident, resilient and flexible
* Organises workflow and priorities independently
* Strong customer service and quality focus (attention to detail)
* Team player – collaborate and participate in discussions and decision making across Australian Network on Disability’s offices
* Ability to work with confidential and sensitive information
* Outstanding listening and communication skills, written and oral
* Capability to adjust communication style to accommodate jobseekers with diverse disability
* Commitment to demonstrating Australian Network on Disability’s Values and Beliefs (We are *Collaborative, Open, Ambitious, Flexible*)

## Technical proficiency

* Excellent organisational skills to manage competing priorities
* Project delivery skills
* 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

## 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

## Relevant checks

* Candidates will be required to undergo a Police Check before successful appointment of this role.

## Active projects you will be leading

**Employing 100**

Employing 100 aims to increase the economic participation of people with disability. Employing 100 is funded by the Department of Social Services (DSS) as part of the National Disability Insurance Scheme (NDIS), Information Linkages and Capacity Building (ILC) Program.

Employing 100 aims to successfully place 100 job seekers with disability in Victoria, New South Wales and Queensland into roles in the Health Care and Social Assistance, and Food and Accommodation industries. The Australian Network on Disability (AND) have developed an Employer Enablement Framework (a model to support employers to recruit people with disability) to achieve this based on more than a decade’s research.

Employing 100 will:

Support organisations to increase employment and retention of staff with disability (all disability types)

Ensure that people placed in roles are supported with adjustments

Provide resources, a roadmap and confidence to employers to replicate the Employer Enablement Framework across Australia.

By completion:

100 people with disability gain employment

a long-term sustainable solution to improving employment for people with disability will be developed with resources that support employers to replicate the employment model

## AND Employee Value Proposition

AND is great place to work where we are united by our purpose to empower employers to be actively inclusive. We aim to be great from the inside out!

We are driven by our belief that people with disability are skilled and capable social and economic contributors, entitled to equitable opportunities in society. We work together with businesses to help increase their disability confidence, engagement and action.

We explore new ways of doing things and are committed to continuous learning and improvement so that we can maximise our impact.

**Alignment to our Values**

**Collaborative** - We actively participate, listen, and proactively seek out and share information.

**Open** - We have courageous conversations, say when we need help and communicate authentically and respectfully.

**Flexible** - We explore new ways of doing things, we learn from experience, and we adapt to changing circumstances.

**Ambitious** - We celebrate successes, demonstrate respect, accessibility and inclusion at all times and we actively strive to maximise Australian Network on Disability’s impact.