

# Accessible Telecoms Project Assistant Position Description



## About ACCAN

The Australian Communications Consumer Action Network, ACCAN, is Australia's peak body representing the interests of all consumers in communications issues. ACCAN is an important and independent consumer voice promoting the accessibility, quality of service, affordability and availability of communications services for all Australian consumers with particular concern for vulnerable consumers whose needs are under-represented.

ACCAN's role is to:

- promote the consumer objectives of accessibility, affordability and availability for all consumers;
- develop a strong, coordinated voice for consumers, and to represent and advocate on behalf of consumers to Government, regulators and the telecommunications/communications industry;
- undertake research, policy development and education;
- facilitate access to and dissemination of information to consumers, consumer representatives and consumer organisations;
- advocate on behalf of consumers on telecommunications laws affecting consumers, law reform, policy development and in relation to industry practices;
- participate in regulatory and co-regulatory activities; and to contribute to the development of Government policy in telecommunications and communications,
- make markets work well for consumers,
- make a difference for consumers with disabilities.
- manage a community grants program.

ACCAN is a not-for-profit company.

## Position Summary

The purpose of the Accessible Telecoms Project Assistant role is to:

Provide support to the Accessible Telecoms project team in a range of administrative duties, which mainly include internet research, creation of documents, and maintaining a document control database. The main purpose of this role is to create and verify accessible documents that will be later uploaded to the Accessible Telecoms website.

## **Essential Skills for position**

- Experience in administrative roles.
- Experienced with using Microsoft Office (Word, Excel and Outlook).
- Excellent written communication skills.
- Self-motivated and able to work independently to meet deadlines.
- Able to maintain accuracy and attention to detail, which is essential for creating documents.
- Able to follow procedures.
- Flexible and willing to perform other tasks as assigned.

## **Desired Skills for position**

- lived experience of disability
- Familiar with smartphone and tablet jargon and applications
- Interest in the telecommunications industry.
- Knowledge or experience with assistive technologies or the disability sector.

## **Job Type/Hours/Location**

- 1 year contract position from July 2019 to June 2020
- Part-time
- 20 hours per week work hours 9am – 5pm with flexible working hours.
- Position is located at Sydney office in Ultimo
- Salary negotiable based on experience – SCHADS Award level 2/3.

**ACCAN is an EEO employer: Aboriginal and Torres Strait Islander peoples, persons with disabilities, and people from culturally, linguistically and religiously diverse backgrounds are encouraged to apply**