

Accessible Telecoms Project Officer 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.

Job Summary

The purpose of the Project Officer role is to:

- As part of a team contribute to the implementation of the ACCAN National Disability Telecommunications Information and Referral Service (NDTIRS)

Qualifications

Relevant tertiary qualifications or equivalent experience in a project officer role.

Duties

Project Delivery

- As part of team contribute to the implementation of the NDTIRS project
- Assist with the collection of data and analysis, information and case studies to report on the impact of the NDTIRS
- Assist with establishment and day to day smooth operation of NDTIRS project through the development and application of appropriate policies and procedures
- Attend project meetings and take notes or record minutes as required by Director of Inclusion
- Contribute to continuous improvement of the NDTIRS through evaluations and on-going analysis of data and identification of trends

Information Management

- Assist the Accessible Telecoms Project Manager to prepare, verify, edit, produce and update information and resource NDTIRS materials
- Regularly curate, check and verify guides and materials published for the NDTIRS project online and in other formats
- Ensure materials are available in relevant alternative formats where required
- Draft materials in plain language and easy English as required

Research

- Conduct and co-ordinate research as requested
- As directed engage with external consultants that are providing technical expertise
- Analyse and monitor developments relevant to accessible features and equipment for communications technology
- Identify areas for future advocacy for ACCAN on accessible telecommunications

Stakeholder Engagement & Marketing

- Organise meetings, seminars and outreach activities as requested
- Assist with the promotion, marketing and launch of the NDTIRS
- Prepare and present at public forums, conferences and meetings as required.

Secretariat

- Co-ordinate the NDTIRS Advisory Committee including all correspondence
- Provide minutes, agendas, meeting papers for Advisory Committee meetings
- Ensure the Advisory committee members make travel bookings and complete applications for reimbursements and sitting fees in a timely manner

Administrative Support

- Provide support and assist the Director of Inclusion with general administrative tasks

Other Duties

- Other duties as assigned by the Director of Inclusion

Essential Skills for position

- Previous experience in project delivery as a project officer
- Highly developed oral and written communication skills
- Good analytical and research skills
- Ability to work collaboratively as part of a team and lead projects

- Capacity to work independently with minimal supervision
- Proficiency in information and communications technology
- Familiarity with project management tools and methodologies

Desired Skills for position

- Knowledge of and experience of working in the community sector
- A sound grasp of accessibility in the communications industry or the capacity to quickly acquire this knowledge
- Demonstrated understanding of the needs of people with disabilities
- Ability to produce accessible documents including plain language and easy English documents

Job Type/Hours/Location

- 2 year contract position
- Full-time
- 37.5 hours (5 days) per week work hours 9am – 5pm with flexi-time agreement.
- Some flexibility is essential as travel and extended hours for attendance at events may be required as part of the position.
- Position is located at Sydney office in Ultimo

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