

Position Description

Title	TADPAC Officer
Business Unit	TADPAC (Tasmanian Association of Disabled Persons Abilities Centre)
Location	Hobart metropolitan area
Employment type	Full-Time
Reports to	TADPAC Supervisor

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

This position is responsible for:

- Providing a safe and engaged workplace for people with a disability (Supported Employees) in a viable commercial enterprise;
- Supervising and coaching Supported Employees in learning a range of business activities;
- Overseeing Supported Employees' execution of their duties;
- Providing service to external customers including quoting; and
- Participating in operational planning, scheduling and work flow activities.

2. Scope

Budget:

Nil.

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People:

A team of Supported Employees, working a maximum of eight hours per week / 16 hours per fortnight.

3. Relationships

Internal

This position has primary and regular day-to-day interaction with:

- Supported Employees
- TADPAC Supervisor
- Disability Services Coordinator
- Graphic Artist
- People and Culture Business Partner
- Executive Officer, Tasmania
- Tasmanian Leadership Group

External

- Customers
 - Suppliers
 - Delivery staff
 - Parent(s)/Carers of Supported Employees (in liaison with the Disability Services Coordinator)
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4. Key responsibility areas

Service delivery:

- Technical competency in the use of printing equipment as required by role and/or function.
- Supervise the Support Employees' work areas and the processes undertaken by Supported Employees.
- Provide daily, close supervision and coaching to Supported Employees.
- Undertake activities and provide support to other work areas as directed and required, including customer service and preparation of quotes.
- Complete tasks on time and to a quality standard.
- Work closely with management to meet or exceed client expectations.
- Participate in operational planning, scheduling and work flow activities.

Quality and Risk:

- Evaluate the risks associated with each Supported Employee position and take appropriate action to control the risks associated with the program or service.
- Ensure that Supported Employees work in a safe, healthy, and supportive environment in accordance with all appropriate legislation and regulations.
- Liaising with work area supervisors to identify and address barriers to attaining employment goals.
- Work with work area supervisors to ensure continuous improvement within all work areas.

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People and teams

- Establish, lead, coach and inspire an engaged and productive team.
- Lead the team in best practices and effective process governance.
- Provide support, guidance, coaching, leadership and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Promote and maintain a positive, respectful and enthusiastic work environment.
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct and mandatory reporting (child safety).
- Foster a culture where risks are identified and appropriately managed.
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management.
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.

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5. Person specification

Qualifications

- An employee at this level may hold a Trade Certificate or equivalent qualifications and is able to exercise the skills and knowledge of that trade. In the absence of formal qualifications and in non-trade areas, relevant experience may be sufficient.
- Certificate IV in Disability (or enrolment and progress towards this certification).

Experience

- Demonstrated ability to work effectively alongside Supported Employees.
- Awareness and understanding of the Disability Service Standards.
- Ability to provide advice to management and staff in relation to business process re-engineering.

Core selection criteria

- **Values alignment:** Ability to demonstrate and authentically promote Uniting's values.
 - Proven capability to work alongside people with a disability.
 - Demonstrated ability in coaching staff to produce quality products.
 - Good communication and interpersonal skills
 - Good organisational skills.
 - Ability to work independently and/or part of a team.
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6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working with Children Check to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>