POSITION DESCRIPTION

Consultancy Officer / Manager

Location          Canberra-based, remote working arrangements
Department        Consulting Team
Salary            $29.96-37.76/hour, plus superannuation entitlements
Hours             Minimum 20 hours per week, up to full time depending on business requirements and candidate preferences.
Term              Fixed term of 12 months, with an intention to make ongoing if business grows
Direct Employer   GetAboutAble Pty Ltd

ABOUT US
GetAboutAble Pty Ltd is a Canberra-based social enterprise focused on improving travel and leisure opportunities for people with vision, hearing, mobility, neurodiversity and hidden disabilities, both as consumers and employees. Our work helps the tourism industry tap into the valuable, accessible tourism market.

All staff in GetAboutAble work collaboratively as part of a multidisciplinary team to ensure premium quality service delivery. To find out more about GetAboutAble, visit www.getaboutable.com

GetAboutAble expects that at all times, employees and contractors will:

● Be eligible to work in Australia
● Be respectful towards the organisation, colleagues, clients and the general public.
● Support GetAboutAble's vision and objectives and demonstrate the values of GetAboutAble.
POSITION SUMMARY

We are looking for a new team member to complement and/or lead our ACT-based workforce and work on our national consultancy projects. The successful applicant will deliver GetAboutAble's services to ACT community organisations and both ACT and national business clients. This role will contribute to the growth of GetAboutAble as a key agent of change in the travel, leisure and tourism industry.

You are a well-organised person who enjoys helping clients overcome barriers. You will have customer service, communication and time management skills, with a keen eye for detail when presenting or writing reports to deliver GetAboutAble's services and initiatives. Ideally, you would have had exposure to and/or consulting or project experience within the Accessible and Inclusive Tourism or Disability sectors. If you have all this and more, the opportunity exists to have a management role leading the ACT team.

You are keen to grow and develop your skills and will be comfortable embracing an evolving role as GetAboutAble grows. You work collaboratively and are able to deliver on your responsibilities, enabling effective teamwork with others focusing on what they do best. You are flexible and love variety. You thrive on information sharing and are adept at coping with uncertainty and ambiguity.

You appreciate GetAboutAble’s vision and want to make a difference to improve opportunities for people with vision, hearing, mobility, neurodiversity and hidden disabilities to participate in the tourism and leisure sectors.

GetAboutAble strongly encourages people with disability, including hidden disability, to apply for this role.

HOW TO APPLY
Send your CV and a statement addressing the selection criteria for the role to contact@getaboutable.com. Applications will be assessed as received.
SELECTION CRITERIA

Qualifications

Desirable

- Formal qualifications in leisure services and/or tourism will be highly regarded.
- Consulting and/or project management qualifications, especially in but not limited to access consulting

Experience

Essential

- Strong understanding of disability, accessibility and inclusion issues, including the challenges and experiences of people from diverse backgrounds (a lived experience is highly desirable but not essential)
- Previous experience in working with and producing reports/presentations for external clients
- Strong track record of delivering successful programs

Desirable

- Consulting and/or project management experience
- Thorough understanding of accessibility and inclusion needs, requirements, and solutions and how these can be applied in the marketplace.
- Experience working with a social enterprise
- Good understanding of the tourism and/or leisure sectors, especially in and around the ACT
- Experience implementing/delivering on grants and commercial agreements

Knowledge and Skills

- Excellent interpersonal skills and a keen interest in working with a diverse team
- Strong network development and relationship-building skills
- Excellent oral and written communication skills
- Excellent attention to detail
- Understanding of and capability to deliver timely, accurate, and insightful contributions to employer products and services
● Comfortable dealing with uncertainty and ambiguity and recognising when/how to seek clarification to ensure ongoing delivery of key outcomes
● Willingness to learn, excellent problem-solving skills and ability to quickly develop new skills and tackle new areas of responsibility
● Ability to manage multiple demands and stay calm under pressure
● Familiar and competent with work-from-home team technology, such as Slack, ClickUp, Google Workspace, and the use of various video-conferencing platforms

**Personal Attributes**

● High levels of professionalism and ability to represent GetAboutAble to clients
● Ability to work independently, be a self-starter and a reliable completer of tasks while also being a positive influence and motivator to a team

**DETAILED DESCRIPTION OF THE ROLE**

The successful applicant will deliver GetAboutAble's consultancy services to ACT community organisations and business clients nationwide. Base funding for this position comes from grants to deliver GetAboutAble's impact initiatives to ACT and Canberra region community groups, NFPs, and SMEs that could not otherwise afford our consultancy services. Additional hours come from commercial tourism sector clients.

GetAboutAble's consultancy services include:

● helping clients to understand the value of customers and employees with access needs and how to attract them,
● helping clients to develop and implement a Disability Action & Inclusion Plan (DAIP) within their organisation, and
● Developing and delivering advice, presentations, and workshops on identifying and improving accessible & inclusive tourism offerings.

This position is predominantly a remote role. However, being Canberra-based is a requirement as the role includes direct engagement with ACT tourism businesses and other community organisations, which may include face-to-face meetings.
The role is for a minimum of 20 hours per week, averaged over 4-week periods. Additional hours will be available depending on client needs and candidate preferences.

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<thead>
<tr>
<th>Reports To</th>
<th>Head Tourism &amp; Events Partnerships</th>
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<tbody>
<tr>
<td>Direct Reports</td>
<td>Officer - None</td>
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<tr>
<td></td>
<td>Manager - 3 to 4 other ACT-based team members</td>
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<td>Indirect Reports</td>
<td>None</td>
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<tr>
<td>Internal Relationships</td>
<td>GetAboutAble team</td>
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<tr>
<td>External Relationships</td>
<td>Community, government, and business clients</td>
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**WORKPLACE POLICIES AND PRACTICES**

All GetAboutAble employees and contractors must familiarise themselves with the organisation’s policies and procedures and abide by them at all times.

It is expected that at all times, employees and contractors will:

- Be respectful towards the organisation, colleagues, clients and the general public.
- Support the GetAboutAble’s vision and objectives and demonstrate the values of GetAboutAble.
- Take reasonable care for their health and safety and that of others in the workplace.

The position holder must also:

- Maintain eligibility to work in Australia
- Participate in annual individual performance reviews and professional development planning
- Participate in ongoing feedback and strengthen positive culture in the team

**DATE OF APPROVAL** 3/07/2023  
**APPROVED BY** Yasmine Gray, Founding Director