

Amaze

Ground Floor, 678 Victoria Street, Richmond VIC 3121
PO Box 374, Carlton South VIC 3053
T 03 9657 1600 **F** 03 9639 4955
E info@amaze.org.au
W amaze.org.au



Amaze Position Description

Position Title: Resources Coordinator	Division: Knowledge
Reporting To: Knowledge Manager	Effective Date: July 2021
Direct Reports: Nil	FTE: 0.8

Amaze Social Impact, Purpose and Strategic Directions

Our Social Impact: Amaze aims for a society that i) respects the dignity autistic people and ii) offers each of them opportunities for meaningful participation and to make a valued contribution.

Our Purpose: We build understanding, engagement and acceptance of autism. We develop community capacity by working with others to help them value and support autistic people and their families.

Outcomes to be achieved by 2040: 1) Community understanding of autism in Victoria increases over time; 2) Attitudes and behaviours towards autistic people by the Victorian community (government, private and social sectors) improves over time; 3) Opportunities for meaningful participation and a valued contribution increase for autistic people.

Strategic Activities:

Build understanding, engagement and acceptance of autism through media activity to promote facts and dispel myths, World Autism Acceptance Day, provision of information and resources.

Advocate for positive change through quality, evidence-based advice to governments and other organisations on critical issues for autistic people including early identification and assessment, NDIS, education, employment, mental health, women & girls.

Community engagement and capacity building through consultation with the autism community, improving knowledge, skills and capability of individuals and private, public and social organisations.

Position Summary and Overall Scope	
<p>The responsibilities and deliverables for this role respond to the Amaze Strategic Plan 2017-2020 – to build the skills of autistic people and their families to advocate for their needs and are able to participate and contribute to the community.</p> <p>The Resources Coordinator reports to the Knowledge Manager and will be responsible for ensuring the standard and currency of research and evidence used across all Amaze collateral in line with the organisational principle of taking an evidence-based approach. This will include research, writing and reviewing content as required, providing insight into the latest news and research, as well as maintaining systems and processes in place for resource development and data gathering.</p>	
Key Accountabilities	
<ul style="list-style-type: none"> • Responsible for ensuring all Amaze content is appropriately researched and referenced to maintain standardised evidence base across all resources developed • Producing content for a range of key audiences that fulfils Amaze quality standards, ensuring that the autistic community is appropriately consulted and is placed in the centre of the work produced • Researching and writing source documents with up-to-date research on topics related to strategic priorities, that will standardise and form the foundation for all content and information produced and disseminated by Amaze • Coordinating consultation from Amaze's Neurodiversity Expert Panel, to gather expert opinion and address gaps and trends in the research and resources • Ensuring that Amaze content is up-to-date, including regular reviews of Knowledge articles and service group listings, and editing information and resources as required • Providing research and evidence to support grant applications, policy requests, reports, and communication collateral • Staying up to date with latest research and news to share with team and wider organisation • Coordination of the Knowledge Centre, including monitoring dashboards, reviewing usability and resolving any maintenance issues that arise • Reviewing and editing content as required 	
Relationships – Internal and External	
Direct Reports:	Nil
Other Internal:	Manager, Autism Connect & Capacity Building Policy & Advocacy Autism Connect & Capacity Building Communications
External:	Individuals, families and professionals accessing Amaze supports and services Partner organisations Reference Groups Government & other funders

Key Selection Criteria

Qualifications:

- Tertiary qualification in public health, disability, psychology or related field, with experience in research, including community-based research, translational research, or academic research

Experience:

- Experience in interpreting and translating research papers and statistics into practical information for different audiences
- Proven ability to work autonomously and in consultation with other staff
- Proficiency in relevant technology (e.g. SharePoint, Database Management Systems, Analytics platforms)
- Commitment to evidence-based practice and the provision of quality information
- Experience with developing resources to a brief for diverse audiences

Knowledge:

- Some knowledge of the disability service system in Victoria is essential
- Knowledge of autism and current practices, including current research
- Understanding of research methods and best practice

Competencies:

The successful applicant must be able to demonstrate that they possess the following competencies that align with Amaze principles:

- **Autistic people and their families at the centre:** Ability to relate information to families and the community in an accessible way, ensuring that autistic people, their families and their voices are at the centre of the work we do.
- **Collaboration and Partnership:** High level of interpersonal skills and confidence in dealing with people at all levels, including people who are autistic.
- **Courage and Independence:** Ability to take ownership over work, and well organised with good time-management skills; able to prioritise work-load and committed to meeting deadlines.
- **Evidence-based:** Well-developed research skills and ability, and understanding of the importance of evidence-based practice
- Strong written and verbal communication skills.

Desirable

- Knowledge of the disability service system and the NDIS.
- Experience in a Not-For-Profit environment.
- Experience using CRMs and CMS (experience with Salesforce highly valued)
- Experience working with and advocating for autistic people and their families