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## Information Sheet

### Information and Communication Officer Vacancy

Purple Orange is the shopfront for the Julia Farr Association, a social profit (NFP), non-government organisation. Through research and dialogue with people living with disability, Purple Orange develops policy and practice in support of people living with disability getting a fair go at everything that life has to offer.

When we recruit we look for people who have a deeply felt value base about social justice and the rights of people living with disability, especially in respect of choices and inclusion. We value self-starters who are driven to achieve genuine measurable outcomes.

For this role we are looking for an experienced, intelligent person who can take on the responsibility for managing our information and communication needs. Ideally you will come from an environment where your duties have been broad and varied and you are comfortable multi-tasking and taking on new challenges.

As you will see in the attached Role Description, the role involves working with our team to coordinate the development of a range of publication, developing media releases, newsletter content and submissions on disability related issues. You will have the opportunity to manage website content and leading a process to improve our communication. The sorting and categorising of our information for easy retrieval is an important part of this role.

This is a role for a person who is attentive to details and can communicate clear key messages. If you are a team player with an inquisitive and analytical mindset we are keen to hear from you.

If successful, we offer a generous salary with packaging options. We are located in modern, fully accessible offices at 104 Greenhill Road, Unley and offer flexible working conditions which might assist to meet individuals circumstances. The role will be appointed based on merit and people living with disability are encouraged to apply.

We have attached a Job and Person Specification and further general information about the Julia Farr Group is available via our website [www.juliafarr.org.au](http://www.juliafarr.org.au). In preparing your application we strongly encourage you to address the essential and desirable criteria in the Person. Please also include a current résumé.

If you have specific questions please contact 8373 8333 for a confidential discussion.

Applicants are encouraged to apply by close of business 9 August 2010 and applications may be forwarded to:

Office Coordinator  
Julia Farr Association  
PO Box 701 Unley Business Centre SA 5061

We look forward to receiving your application.



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## Julia Farr Association

### Team Member

#### Role description & person specification

<b>Title of Role:</b>	<b>INFORMATION &amp; COMMUNICATIONS OFFICER</b>
<b>Term of Appointment:</b>	<b>Permanent (Full time 38 hr per week)</b> Hours of work are negotiable and reduced hours are possible

## ABOUT THE ROLE

### 1. Summary of the role's aim

The Information and Communications Officer is responsible for:

- Developing, managing and distributing information on a wide range of issues relevant to people living with disability, including publications, media releases, newsletters, web content and submissions.
- Coordinating complex and politically sensitive communication projects in a manner which gives appropriate regard to ethical standards and stakeholder engagement.
- Developing and maintaining a knowledge management system, including classification

### 2. Main Benefits (Outcomes)

*[A summary of the measurable benefits that will be brought to the target community]*

The success of this role will be reflected by an improvement in the availability and access of information and related resources to people living with disability<sup>1</sup>, the disability support sector, governments, and the wider community, in ways that lead to:

<sup>1</sup>Note that throughout this document we acknowledge and support the benefits that family members can also gain from this role

- Increase understanding of known best practices in supporting people living with disability towards a good life
- Increase awareness of new helpful policy initiatives
- Influence favourable change in public policy and legislation
- Lead and influence community capacity to be inclusive
- Initiate greater activity by, and awareness of, the voice of people living with disability
- increased media/community awareness of, and access to, Purple Orange and Julia Farr Association as a credible and well-informed source of information and opinion on disability issues
- favourable change in media reporting of issues relevant to people living with disability
- comprehensive bank of knowledge on a range of issues relevant to the lives of people living with disability

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### **3. Main Deliverables (Outputs)**

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*[A summary of what the role will quantitatively produce]*

Contribute to the dissemination of the work of the Julia Farr Group and broader sector development through the:

- development and maintenance of timely, accurate and accessible methods of communication
- development, maintenance and review of knowledge management arrangements for content relevant to disability support policy and practice
- production of quality publications which enhances the reputation of Purple Orange and the Julia Farr Association

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### **4. Main work activities (Processes)**

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- identifying, selecting, ordering, managing and disseminating both hard copy and electronic resources for the Julia Farr Group's current and anticipated information needs;
- classifying and storing information for easy access and retrieval;
- coordinate web content, including interactive elements
- project managing the 'go-to-print' aspect of publications for the Julia Farr group
- responding to relevant information enquiries from a wide range of stakeholders ;
- running 'alert' services, such as disseminating information about new developments or services.
- analysing information with a view to repackaging it for easy use by people living with a range of disability types;
- conducting online and internet searching and information retrieval in order both to answer queries and to provide a more proactive dissemination service;
- developing internal information resources and networks (knowledge management), via intranet sites;
- work with colleagues to publicise and market services;
- writing reports, publications and website content;
- until otherwise directed, undertake the information and communication requirements of the In Control Australia initiative and other activities as directed by CEO

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## 5. Reporting/Working Relationships

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**This role reports to (role sponsor):** CEO or delegate

**This role provides formal support and guidance to the following other roles:**

- students, trainees, interns, volunteers etc who may from time-to-time be involved with Julia Farr Association in matters of research, and related activities.

**This role is responsible for maintaining good networks with stakeholders, including:**

- People living with disability, and other people in their lives such as family, friends and other supporters
  - Julia Farr Association Team Members
  - Board members undertaking Board-mandated work in relevant areas
  - Education sector
  - Community leaders and NGOs relevant to the work
  - Government staff relevant to the work
  - Commercial sector staff relevant to the work
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## 6. Special Conditions (Such as travel requirements, frequent overtime, etc).

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The incumbent is required to:

- Hold a current licence for a motor vehicle and to travel within the metropolitan area and regional locations as required.

The role demands a commitment to:

- Support the integrity of the Julia Farr Association by maintaining a high standard of personal and professional conduct that supports our values, including:
    - People living with disability having personal authority in their lives
    - Inclusive communities
    - Capacity-building
    - The exercise of ambassadorship
    - The exercise of your best judgement in respect of safeguards for you, your fellow team members, people living with disability and their families, and other visitors to our organisation;
  - Support and contribute to the achievement of the Julia Farr Association's goals as set out in strategy and business plan documents;
  - Initiate, and participate in, activities in support of best practice, a learning organisation, and the generation of knowledge capital;
  - Work outside of normal business hours where this is needed;
  - Participate in performance planning and review, as frequently as may be required, but at least annually, and commit to ongoing personal and professional development;
  - Be willing to change office location if directed as a result of service development and organisational change:
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Acknowledged by Role Holder ..... /...../.....

Role Sponsor..... /...../.....

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## **ABOUT THE ROLE HOLDER**

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### **Essential Criteria**

1. A relevant degree and experience working in an information/communications role.
2. Deeply felt value base in support of improving the life chances for people living with disability and their families, especially in respect of choices and inclusion
3. High level verbal and written communication skills.
4. An inquisitive and analytical mindset
5. A self-starter driven to achieve genuine measurable outcomes
6. Ability to work under limited supervision and coordinate a project to successful completion.
7. Demonstrated ability to work in a multidisciplinary team, establish priorities and meet deadlines
8. Recent experience in preparing material for public consumption, such as publications, media releases, and website content.
9. Able to articulate an effective approach to knowledge management
10. Demonstrated ability to contribute to the maintenance of a harmonious, safe and healthy workplace, free of harassment, unlawful discrimination and bullying and where diversity is valued

### **Desirable criteria**

1. Personal insight of what it means to live with disability
2. Knowledge of current Disability Sector reforms initiatives and issues for people living with a disability.
3. Well developed networks within the Disability Sector.
4. Detailed knowledge and experience with contemporary forms of communication including the use and interconnectivity of business website, social media websites, , podcasts, blogs, and social networking websites.