

Instructions for Preparing Position Descriptions for roles suitable for staff with intellectual disability

WHAT IS A POSITION DESCRIPTION?

A position description is a documented outline of the significant duties, responsibilities and nature of the job to be performed. A position description is **not** a detailed record of every task performed. It should be developed in terms of required outputs rather than specific activities.

Each LGA or business will have an approved template for position descriptions. This one is based on requirements in the two LGAs involved in a project designed to adapt and develop relevant materials to recruit, support and maintain staff with intellectual disability.

PROCESS

In preparing or reviewing position descriptions it goes without saying that you should involve those people in the organisation who understand all aspects of the job and its relationship with other positions.

Any changes to position description for existing staff should be understood and agreed by both the job occupant and the authorised manager.

Position descriptions for new positions or positions that have been substantially altered should be referred to the Human Resource team for review.

In drafting a position description for a role that may be filled by a staff member with intellectual disability:

- use plain English
- use positive, person first language e.g., talk about staff with intellectual disability, rather than disabled person
- use gender neutral job titles (eg. Draftsperson rather than Draftsman).

Position Description Template
Position Description Title
Position No and Classification:
Division
Branch
Unit
Reports to
Support Provided by:
Police Check, Working with Children Check, Pre-Employment Medical Check Required:
<p>Organisational Value Statement: <i>The xxxx Local Government Area is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.</i></p> <p><i>This includes people with disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who</i></p>

Position Description Example of Role open to a staff member with intellectual disability:
Public Amenities Officer
<ul style="list-style-type: none"> • 1234 Band 1
Operations
Parks and Gardens
Outdoor Crew No. 3
Coordinator, Parks and Gardens
Team Leader, Crew No. 3
<p>Organisational Value Statement: <i>The xxxx Local Government Area is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.</i></p> <p><i>This includes people with disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer. We draw</i></p>

Position Description Template

*identify as gay, lesbian, bisexual, transgender, intersex or queer.
We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

Purpose of the Position:

Briefly state what the position is intended to achieve (in summary)

What does the position do in the organisation/department and/or for the municipality?

The objective should state exactly what the position is expected to produce and who it services.

Organisational Relationships

Position Description Example of Role open to a staff member with intellectual disability:

pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

Purpose of the Position

To ensure Public Amenities, including Public Toilets and Amenities are in Outdoor Area number 3, are clean, presentable and in working condition, inside and out.

Organisational Relationships:

The Public Amenities Officer is part of the Outdoor Area number 3 team.

Reports to: Public Amenities Team Leader

Key Relationships at Council:

- Depot Office
- Workshop Team
- Apprentices

Position Description Template
<p>KEY RESPONSIBILITY AREAS AND DUTIES Use headings to indicate the main areas that the position is involved with or responsible for.</p>
<p>ACCOUNTABILITY AND EXTENT OF AUTHORITY Accountability requires a statement reflecting what the position is directly held responsible for producing/achieving. The extent of authority relates to the degree of freedom to act and any constraints eg. under direct supervision, under general guidelines etc.</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Specifically, what is the position directly responsible and accountable for producing and/or servicing? ▪ What are the limits of authority and what freedom to act does this position have?

Position Description Example of Role open to a staff member with intellectual disability:
<p>Key Relationships with People outside of Council:</p> <ul style="list-style-type: none"> • Contractors • Residents • Visitors • Facility Users
<p>Key Responsibility Areas and Duties Cleaning:</p> <p>Keep all public toilets and BBQ areas that Council is responsible for clean, presentable and in working condition inside and out</p> <p>Minor Maintenance:</p> <p>Attend to any minor maintenance within the Public Amenities facilities as directed by the Coordinator</p>
<p>Accountability and extent of authority The position is authorised to/responsible for the following: -</p> <ul style="list-style-type: none"> • Responsible for performing cleaning and maintenance duties efficiently and effectively. • Tasks are allocated by the team leader but you are responsible for organising your time and priority of task. • Decide what level of cleanliness is required for the tasks on your list. • Responsible for quality of work you do. • Responsible for maintaining Council Property. • Do the cleaning in an appropriate and safe manner. • You can say you will not use faulty equipment or undertake hazardous tasks

Position Description Template

- How is the freedom to act either controlled or limited?
- What documents can the occupant of this position approve and officially sign for on behalf of the Council - internally or externally?
- To whom can this position give direction?
- Under what level of supervision/management does the position operate?

Safety and Risk

This section should have the same intent for all employees. For employees with intellectual disability, write in Plain English and as simple terms as possible.

JUDGEMENT AND DECISION MAKING

Consider:

- In what specific areas can the occupant of this position make decisions independently without the guidance or approval of supervisors?
- What sorts of decisions can the occupant of this position make?
- What sorts of formal recommendations can the occupant of this position make?
- What judgement is required on methods, procedures and equipment?

Position Description Example of Role open to a staff member with intellectual disability:

- Accountable to act in accordance with Council's policies and procedures. Where you do not know, you must ask your team leader.
- Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Council.
- Accountable to demonstrate and encourage appropriate safety practices, report inappropriate behaviours and incidents, participate in training provided, improve work practices to reduce risk.
- Do not put yourself, or anyone else, at risk.
- Follow safe work practices that Council have in place.
- Follow all the legal rules and regulations – if you are not sure, ask your Team Leader.
- Report anything that is unsafe that may hurt you or any other Council employee, community members or Council equipment.

Judgement and decision making:

- Follow established Council guidelines and procedures – if you are unsure, ask your Team Leader. Supervision and guidance for all matters is always available.
- Ability to resolve minor problems related to immediate work tasks

Position Description Template

- How clearly are procedures understood and documented?
- What degree of problem solving is involved?
- What degree of guidance and advice is available?

Position Description Example of Role open to a staff member with intellectual disability:

Position Description Template

KNOWLEDGE AND SKILLS

List only the essential knowledge and skills required to perform the job competently.

Consider:

- Any specific and essential skill requirements
- Degree of skill required in each area
- Operation of tools, plant, machinery, vehicles and equipment
- Understanding required of organisational context, goals or policies

MANAGEMENT SKILLS

List only the essential management skills required to perform the job competently.

Consider:

- Skills in managing time, setting priorities, planning and organising one's own work
- Degree of knowledge required in personnel practices
- Whether supervising or managing staff
- Requirements for setting priorities
- Understanding of, and ability to implement personnel practices including equal opportunity and health and safety, training and development
- Any requirements for achieving objectives within a timetable

Position Description Example of Role open to a staff member with intellectual disability:

The skills and knowledge required to perform the duties of the position include:

- Safe and competent use of cleaning and maintenance equipment and cleaning chemicals.
- Able to complete the daily tasks as given by the team leader.
- Ongoing development of skills and knowledge through attending programs looking for ways to learn new skills.

Not applicable for this role

Position Description Template

INTERPERSONAL SKILLS

List only the **essential** interpersonal skills required to perform the job competently.

Consider:

- Skills in oral communication and with whom
- Skills in written communication – including the level of sophistication in correspondence and reports produced
- Ability to gain co-operation and assistance from clients and other employees
- Ability to discuss and resolve problems – internally and externally

QUALIFICATIONS AND EXPERIENCE

List the **essential** qualifications and level of experience required to perform the job competently – this is related to the position and not the qualifications or experience of the incumbent or previous occupant.

Don't overstate the skills by requiring a qualification if it is not required. But don't understate the skills either.

Specify the particular qualifications needed. Don't say "a relevant qualification".

Consider the depth and breadth of experience required to perform the job competently.

Avoid requiring experience or knowledge that could only be obtained while working in the position – unless these are essential requirements.

Avoid "desirable" qualifications or experience.

Position Description Example of Role open to a staff member with intellectual disability:

Interpersonal skills include:

- Skills in oral communication – good at talking with people.
- Honest, trustworthy, reliable person(s) who acknowledges the need for cleanliness and attention to detail.
- An ability to work as a good team member

The qualifications and experience required for the position include:

- A current manual Victorian Driver's Licence.
- An ability to perform cleaning and maintenance duties.
- Previous cleaning experience

Position Description Template

KEY SELECTION CRITERIA (NO MORE THAN 6 POINTS)

List the essential attributes upon which applicants will be shortlisted and assessed for selection, including required skills, ability, knowledge, experience and qualifications.

Position Description Example of Role open to a staff member with intellectual disability:

Key Selection Criteria

- An ability to perform the cleaning and maintenance duties that is on the daily task list
- Ability and willingness to work on a roster that means working on week days, some weekends and some public holidays
- An ability to work as a team
- A current manual Victorian Driver's Licence.