



Candidate Information Pack
ASO4 Office Manager
ASO6 Senior Project Officer

Thank you for your interest in joining the Office for Autism. This information pack provides all the details you need to apply for the roles of ASO4 Office Manager and ASO6 Senior Project Officer. This program is being delivered and managed by Employ for Ability.

Key Dates

Applications Open:	Monday, December 9 th 2024
Applications Close:	2pm, Thursday, January 2 nd 2025 (AEDT)
Application Notifications:	From Friday, January 3 rd
Candidate Screening Workshop Activities:	Between Wednesday, January 8 th and Friday, January 10 th
Notifications for Outcomes of Screening Workshop Activities:	From Friday, January 10 th
Office for Autism Assessment (ASO4 Office Manager):	Tuesday, January 14 th
Office for Autism Assessment (ASO6 Senior Project Officer):	Tuesday, January 14 th
Successful Candidates Notified:	From Wednesday, January 15 th

Please note that late applications may not be accepted.



About the Office for Autism

South Australia is leading the way when it comes to Autism inclusion. For the first time in our State's history the government of South Australia has established the Office for Autism to place Autistic voices at the heart of decision making and work towards improving outcomes for Autistic and autism communities in South Australia.

Through the development of policies and initiatives that support access, inclusion, awareness, opportunity, connection and belonging, the Office for Autism is working towards a state where Autistic individuals can live their best lives, and their families and communities are supported and valued.

Recruitment Process

Application Submission:

Submit your application through the Office for Autism SA page on the Employ for Ability website <http://employforability.com.au>

As part of your application for the ASO4 Office Manager or ASO6 Senior Project Officer roles, we require you to provide a brief statement addressing the following:

- 1. How your skills, knowledge, and experience are relevant to this role:**
Share how your unique expertise and background align with the responsibilities and requirements of the position.
- 2. What motivates you to apply for this role:**
Explain why this opportunity is important to you and how it aligns with your career goals and personal values.
- 3. Any specific examples or achievements that demonstrate your suitability for the program:**
Highlight key accomplishments or experiences that show your ability to excel in the role and contribute to the goals of the Office for Autism.

Please note: Your response should be concise and no longer than **two pages** in length.

This is your opportunity to showcase your strengths and enthusiasm for the role/s. We value the diverse perspectives and talents that all candidates bring, and we look forward to learning more about you!

Initial Screening:

Our panel of assessors will carefully evaluate each applicant's response, considering the relevance of their skills, experience, and motivations, to determine who will advance to the screening workshop stage.



Screening Workshop Stage:

Advancing candidates will be invited to participate in the **Screening Workshop**, which will take place from **January 8th to 10th**. This workshop is designed to provide candidates with the opportunity to demonstrate their skills, abilities, and potential in a supportive and inclusive environment.

The workshop will involve a combination of **online (work from home)** and **onsite activities** at the Office for Autism. This blended approach allows candidates to showcase their capabilities in different contexts and ensures flexibility in the process.

Candidates should allow approximately **2 hours** for the **online/home-based assessment** and **3 hours** for the **onsite screening workshop** at the Office for Autism.

Activities may include:

- Practical tasks aligned with the responsibilities of the role.
- Collaborative exercises to assess teamwork and communication skills.
- Opportunities to highlight problem-solving and strategic thinking abilities.

More detailed information, including the schedule and requirements for both the online and onsite components, will be provided to candidates invited to participate in this stage.

We are committed to making this process accessible and inclusive. If you have any specific needs or require adjustments to participate in the workshop, please let us know in advance.

Office for Autism Assessment Stage:

Shortlisted candidates from the Screening Workshop stage will be invited to participate in the **Assessment Stage**, taking place on **Tuesday, January 14th**, at the Office for Autism.

This half-day assessment, lasting approximately **3–4 hours**, is designed to provide candidates with an opportunity to engage in **simulated work activities** that mirror the tasks and responsibilities required for the ASO4 Office Manager and ASO6 Senior Project Officer roles.

During the assessment, candidates will:

- Complete practical exercises relevant to the role they have applied for.
- Demonstrate their problem-solving, organisation, and communication skills.
- Showcase their ability to handle role-specific tasks in a supportive, real-world simulation.

The activities are carefully designed to ensure all candidates have an equal opportunity to demonstrate their suitability for the position in an inclusive and accessible environment.

If you have any specific needs or require adjustments to participate in the assessment, please inform us when confirming your attendance. Detailed information about the day's schedule and requirements will be provided to those invited to this stage.



Reference Checks:

Referees will be contacted for successful candidates.

Outcome Notification:

Concluding the Office for Autism Assessments, successful candidates will be notified via telephone and/or email. Unsuccessful candidates will be contacted via email from Employ for Ability and be provided with opportunities to obtain feedback regarding their application.

Helpful Information

Eligibility: The filling of these positions is intended to constitute a special measure under section 45 of the Disability Discrimination Act 1992 (Cth) and section 82 of the Equal Opportunity Act 1984 (SA) as part of a program to create a fairer and more inclusive and knowledgeable society where autistic people can meaningfully participate in the community. The position is therefore only open to applicants to Autistic persons.

Flexible Work Arrangements: While these roles are advertised as full-time, flexible working arrangements may be negotiated with successful candidates.

Contact Details: For further information about these roles, please contact Jay White from Employ for Ability jay.white@employforability.com.au

We look forward to receiving your application.