Position Description

Associate Product Manager

Reporting to:	Digital Product Manager
Direct reports:	Nil
Location:	Autism CRC, University of Queensland, Long Pocket Precinct
	80 Meiers Road, Indooroopilly QLD 4068
Hours of work:	Full time
Probation period:	Three months
Contract period:	9 months

Background

Established in 2013, Autism CRC is the world's first national cooperative research centre focused on autism. We are now the independent national source of evidence for best practice in relation to autism across the lifespan and the spectrum. We provide the national capacity to develop and deliver evidence-based outcomes through our unique collaboration with autistic people, families, professionals, service providers, researchers, and the government.

Autism CRC is committed to inclusive practices and co-production with autistic people and their supporters, to ensure our research provides practical and tangible outputs that benefit the community. Autism CRC has established a range of evidence-based platforms that support autistic Australians, their families and the professionals who work with them.

This is a key role in the Knowledge Translation team, responsible for the design, iteration and development and delivery of products and services for the autistic and autism communities. These primarily include:

- myWAY Employability: co-designed with the autistic community, myWAY increases success and collaboration for everyone on (or supporting) a career path.

- Self-Advocacy@Work: helping autistic people navigate the world of employment, whilst building their capacity to understand their workplace rights and develop self-advocacy skills.

- inclusionED: a national online professional learning community for educators, with teaching practices and resources to support diverse learners in inclusive classrooms.

Job purpose

- The Associate Product Manager will be involved in the day-to-day product design and delivery, working with digital agencies and research partners. The Associate Product Manager will also provide recommendations regarding the experience, functionality and accessibility of digital products, and contribute to product strategy and vision.

Key responsibilities

- Creation, development, and implementation of digital experience items such as user journeys, prototypes, and features.

- Project coordination including planning and reporting on all aspects of delivery, including collaboration with contracted IT consultants, digital agencies, researchers, and content creators.

- Continual functional testing, capture, investigation and prioritisation of bugs and experience issues, including empathy and advocacy for users and developers.

- Support the wider Knowledge Translation team in stakeholder engagement, including preparation and delivery of workshops, interviews, and meetings.

- Establish and maintain effective working relationships with key stakeholders and research partners including but not limited to the autistic community, organisation partners, parents, and service providers.

The person

Qualifications and Experience

- A tertiary qualification in software development, IT or engineering (or equivalent)

- 2 or more years' experience in product development

- Demonstrated commitment to co-design, or inclusive, human-centred design

- Strong skills in research, discovery, and development phases of the product lifecycle

- Familiarity with Web Accessibility Guidelines 2.0 and inclusive design practices

- Familiarity with technologies such as Drupal CMS, Github, Amazon Web Services, Google Analytics

Qualifications and Experience (Desirable)

- Experience in, or understanding of, the autism community (or the ability and desire to quickly develop an understanding of the autism community)

- Experience in the development of employment or goal management-related technology solutions

Judgement and professionalism

The incumbent will exercise sound judgement in areas of their expertise with a commitment to continuous professional development and improvement.

Culture and attitude

Contribution to a culture within Autism CRC Ltd which stimulates a positive attitude and enthusiastic atmosphere through all levels of the workforce, by:

- Commitment to inclusive practices

- Leading by example

- Establishing clear expectations of behaviour and conduct

- Setting clear individual work goals

- Regular feedback of performance to employees at all levels

- Encouraging staff to participate in changing the ways in which jobs are done

- Listening to the comments, feedback, and suggestions of employees

- Celebrating success and recognising individual contributions

General

Promotion of the good standing of the Autism CRC in the local and wider autism community by the adoption of a professional, inclusive, respectful and co-operative approach when dealing with others.

Quality assurance

To maintain a high level of quality control in all Autism CRC Ltd activities in accordance with quality assurance standards implemented by the Autism CRC. Assisting in the identifying and recording any problems and non-conformance relating to the product, procedures and quality management system and recommending solutions and verifying their implementation.

Workplace health and safety

Ensure that the Autism CRC's obligations under the current legislation are observed and that all activities are undertaken in a safe and responsible manner.