



Advisor, Disability Information and Formats

Adapted in 2025 by Accessible Formats Service,
Blind Low Vision NZ, Auckland

Transcriber's Note: The logo at the top of the page is,
Whaikaha: Ministry of Disabled People.

Advisor, Disability Information and Formats

Mō te tūnga | About the role:

As Advisor, Disability Information and Formats you'll be part of our Operations and Delivery team, supporting the delivery of key services to Whaikaha, other government agencies, and external stakeholders.

You'll provide advice on disability information and alternate formats and work proactively to support a coordinated approach across the public sector.

You'll play a supporting role in educating others on best practice for developing accessible information and supporting the implementation of work that makes a real difference for disabled people.

Key responsibilities:

- Working with Disabled People's Organisations (DPOs) to provide advice and clarification to government agencies on ways to develop information in alternate formats and plain language.
- Support workflow planning, scheduling and reporting.
- Check documents to make sure they meet the required standards and are accessible for disabled people.

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- Represent the Alternate Formats team in discussions and meetings with stakeholders to advocate for continuous improvement in accessibility.
- Supporting the delivery of projects and other work activities to support the delivery of our Alternate Formats and Disability Information and Advice functions.

Mōu | About you:

- **Awareness of disability issues:** You understand—or are keen to learn about familiarity with, or a willingness to learn about information accessibility barriers, plain language, and alternate formats e.g. Easy Read, NZSL, Braille, Audio and Large Print.
- **Great communication and analysis skills:** You share ideas and information in a way that's clear, accurate, and tailored to the audience. You understand and analyse information to help guide decisions or improve how things are done.
- **Relationship builder:** You are confident working with government agencies, the disability community, and other key stakeholders. You know how to build strong, respectful relationships.
- **Organised and reliable:** You can manage tasks like coordinating translations, tracking progress, and meeting deadlines.

- **Tech-savvy:** You are comfortable using Microsoft Office tools like Word, Excel, PowerPoint, Teams, Outlook and other programme management tools.

To undertake this role successfully you will either be a disabled person or you will be able to establish credibility and trust with the disability community.

He Whakaahuatanga Tūnga | Position Description:

The job description, closing date, salary, application process and alternate formats of this advertisement can be found here: <https://www.whaikaha.govt.nz/Advisorformats>

Mō mātou | About us:

At Whaikaha, we want an Aotearoa New Zealand where Deaf and disabled people and tāngata whaikaha Māori are thriving.

As a Ministry we are dedicated to this goal, working with government, businesses, and communities to drive real change.

We do this by investing in disability communities, providing strategic and policy advice across government, monitoring how well services are working, and identifying new, exciting opportunities to make a difference.

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We care about the wellbeing and success of our people and provide a supportive and inclusive environment.

Me pēhea te tuku tono | How to apply:

Click the '**Apply**' button to complete the online form, or let's kōrero about what you need to feel supported in your application. For example, you may prefer to use video instead of a traditional CV and cover letter, or you might want whānau or a friend to tell us about you.

Contact us about the best way for you to apply by emailing:

PeopleandCulture@whaikaha.govt.nz.

If you work for Whaikaha please apply through the myHR portal so that your employee profile is visible as an internal candidate.

End of Advisor, Disability Information and Formats