

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Community Inclusion Officer	7509
CLASSIFICATION	ANZSCO CODE
Band 6	224912
DEPARTMENT	DIVISION
Engaged Communities	Community Wellbeing
AGREEMENT	LOCATION
ballar	

Position Objectives

Ballarat is an inclusive city where diversity is not only accepted but welcomed and celebrated. Our City values the contribution of all people, and our spaces, places, programs, events, and services are designed to be welcoming and accessible to all.

We recognise that not everyone has the same experience, and we work to make sure that people receive the support they need to ensure that no one is left behind. People with disability and their needs are diverse.

The City of Ballarat acknowledges that some individuals with disability face specific challenges, experience greater discrimination and are at risk of being more marginalised due to other factors such as sexism, ageism, racism, and homophobia. The City of Ballarat Disability Access and Inclusion Plan 2022-2026 (the DAIP) aims to ensure people with disability are safe, included and valued.

The primary functions of the role are:

- To oversee the implementation, reporting and evaluation of the DAIP.
- To work with the Disability Advisory Committee, made up of residents with lived experience, those who work or volunteer with people with disability and those who have expertise in the area. to ensure community members engage and participate in local decision-making with Council and across the broader Ballarat community.
- To advocate for and provide support to those with disabilities and their families and other cohorts as required, particularly at a population level including for major projects and reform initiatives.
- To build and strengthen the capacity of Council and the wider community to include and provide support to community members who are more likely to experience exclusion and/ or discrimination including people with disability.
- To facilitate the involvement of community members who are more likely to experience exclusion and/or discrimination including people with disability in the development of relevant Council plans, programs, and policies.
- To collaborate with external organisations undertaking work supporting people with disability to enhance their capacity to provide relevant and appropriate supports in the community.
- To improve access to information and supports regarding relevant services and participation in community life available to people with disability their families and build increased potential for individual choice and decision making.

Key Responsibility Areas

- Oversee, implementation, reporting and evaluation of the Disability Access and Inclusion Plan and Action Plan 2022-2026 and the development (implementation, reporting and evaluation) of subsequent strategies.
- Support, facilitate and resource Council's Disability Advisory Committee.
- Increase opportunities for people who are more likely to experience exclusion and/ or discrimination to participate fully in community life through partnership and development work.
- Build the capacity of Council to develop inclusive environments, programs, events, policies and strategies.

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- Co-ordinate funding applications and implement projects to enhance and promote access and inclusion for all people in the community.
- Advocate to State and Federal partners on behalf of people with disability living within the Ballarat municipality to ensure a lens of accessibility and inclusion is applied across programs projects and services.
- Work with internal business units building capacity to ensure programs, projects and services are accessible to people with disability. Continue to support Council's work in relation to gender equality and prevention of violence against women, particularly women and gender diverse people with disability.
- Manage and monitor the program and project budgets.

REPORTS TO: Coordinator Social Inclusion	DIRECT REPORTS: N/a
ORGANISATIONAL RELATIONSHIPS	
Internal: All City of Ballarat employees Councillors	External: Community groups and organisations Users of City of Ballarat Facilities Local, State and Federal Government Authorities General Public

Accountability and Extent of Authority

- Resources and promotes the work of the Ballarat Disability Advisory Committee.
- Authorised to make operational decisions within the Community Inclusion program including budget within delegate authority.
- Responsible for the provision of advice and support to individuals within the community relating to areas of access and inclusion.
- Supports the provision of advice and support to internal stakeholders relating to the areas of access and inclusion.
- Prepares and contributes to reports on issues affecting or involving access and inclusion for the approval of Council.
- Represents Community Wellbeing on City of Ballarat Project Control Groups.
- Represents Council/s in relevant local, regional and state forums.
- Responsible for the development of strong and proactive working relationships with both potential and existing stakeholders.
- Responsible for the development and implementation of the Disability Access and Inclusion Plan and providing an annual report of outcomes.

Judgement and Decision Making

- Required to exercise appropriate judgement in making and authorising decisions, with guidance and advice usually available from Coordinator of Reconciliation and Social Inclusion
- Assist with leadership in the community, in particular with regard to establishing priorities for people with disabilities and their families.
- Determine the most effective and efficient means by which to assist in the development of access and inclusion strategies amongst diverse groups in the community.
- Demonstrated creativity in thinking, problem solving, and issue management based on previous experience.

Specialist Skills and Knowledge

- Highly developed understanding of community development principles.
- An understanding of the principles of Universal Design.

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- Knowledge and understanding of processes and issues that impact on people with disability, their carers, and families.
- Demonstrated skills in project management and the coordination of community events.
- Proven ability to develop and appropriately sustain networks and collaborative activities with diverse sectors of the community.
- Developed skills in project development and management including the preparation of funding applications and monitoring reports, and the co-ordination of community events.
- Ability to manage a budget including the need for prioritisation in line with directions.
- An understanding of Local, State and Federal Government initiatives, which impact on people with disability and their families.

Management Skills

- Ability to set priorities, plan and organise self and others to achieve project objectives within a set timetable.
- Ability to manage own work with minimal supervision.
- Contribute to the planning and implementation of the Engaged Communities Business Unit operations and functions.
- Assist Council in Emergency Management recovery activities.

Interpersonal Skills

- High level interpersonal skills and the ability to communicate clearly, positively and gain cooperation with people both internal and external to the organisation.
- Demonstrated experience in liaising within a diverse range of people, organisations and community groups.
- High level oral and written communication skills, including the ability to present information in a logical and audience sensitive manner.
- Skills in the conduct of effective meetings, workshops, forums and training sessions with key stakeholders.
- Ability to understand, respect and work with people of differing abilities.

Qualifications and Experience

- A relevant tertiary qualification in Social Sciences, Health or related areas such as Disability, Community Development with relevant experience.
- Proven record of engaging with community members in an effective manner.
- Demonstrated experience in responsive change management in the community sector.

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries, and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

SELECTION CRITERIA

- A relevant tertiary qualification in Social Sciences, Health or related areas such as Disability, Community Development with relevant experience.
- Demonstrated knowledge and awareness of issues specific to people with disabilities.

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- Significant experience supporting people who are more likely to experience exclusion and/ or discrimination including people with disability in the development and delivery of projects and initiatives.
- Experience leading, facilitating or participating in Committees and Advisory Groups.
- High level communication skills, including the ability to present information in a logical and audience sensitive manner.
- Ability to engage and liaise effectively within the organisations, with service providers and the wider community.

City of Ballarat Core Values

<p>We are honest and transparent</p> 	<p>We are accountable</p> 	<p>We value everyone</p> 	<p>We work with and for our community</p> 	<p>We work together</p> 
<ul style="list-style-type: none"> • We tell the whole story. • We provide a context and rationale for our decisions. • We trust each other enough to be honest. 	<ul style="list-style-type: none"> • We do what we say we will do, when we say we will do it. • We learn from our mistakes and celebrate our successes. • We back up our teammates and also hold them to account with kindness and respect. 	<ul style="list-style-type: none"> • We show respect to everyone, even if we disagree. • We ensure everyone has access to opportunities. • We are approachable regardless of our position in the organisation. 	<ul style="list-style-type: none"> • We seek to understand our community's needs and take action to meet those needs. • We engage with our community and share what we are doing and why. • We manage our resources responsibly and sustainably. 	<ul style="list-style-type: none"> • We work towards common goals. • We support each other through the highs and lows. • We look for the best in each other.

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:	Signature:	Date:
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