

# INFORMATION PACKAGE

Shire of East Pilbara

## Team Leader Disability & Inclusion

Job code: #317

Permanent, Full Time | Newman | Relocation Expenses | Living Allowance up to \$20k p.a.

### *Advocating for accessibility, breaking barriers, & building inclusive cultures where everyone thrives!*

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to join our team.

Join the journey to creating the incredible as our **Team Leader Disability & Inclusion**

#### Do you have?

- A relevant tertiary qualification in Social Sciences, Community Development, Social Work or a related field, or equivalent industry experience,
- Minimum of 3 years' experience in community development, health promotion, social inclusion, or related fields,
- Strong understanding of social inclusion principles, accessibility requirements, and contemporary issues affecting diverse communities,
- Ability to quickly gain and apply knowledge of relevant legislation, including the *Disability Discrimination Act 1992*, *Equal Opportunity Act 1992 (WA)*, and local government obligations,
- Current 'C' Class Drivers Licence valid in WA.

To be successful in this role, you will have demonstrated experience in program or policy development and implementation. You will have excellent interpersonal skills with the ability to build and maintain relationships with people from diverse backgrounds. You will have ability to work flexible hours, including occasional evenings and weekends as required.

Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership** with **HEART - Honesty, Excellence, Accountability, Respect and Teamwork**.

#### To Apply

Please submit a current Resume and Cover Letter addressing the [Essential Criteria](#) in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can also be downloaded. If you are unable to apply via our website, please submit your application by emailing [recruitment@eastpilbara.wa.gov.au](mailto:recruitment@eastpilbara.wa.gov.au).

*The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.*

#### Closing date:

Applications for this position are open until a suitable pool of candidates is received. This means vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

For enquiries relating to the application or recruitment process, please contact **People and Culture** on **(08) 9175 8000** or [recruitment@eastpilbara.wa.gov.au](mailto:recruitment@eastpilbara.wa.gov.au)

[www.eastpilbara.wa.gov.au](http://www.eastpilbara.wa.gov.au)

Shire of **EAST**  
**Pilbara**  
THE HEART OF THE PILBARA

*Canvassing of Councillors or Selection Panel Members will disqualify*

# POSITION DESCRIPTION

Shire of East Pilbara



## Position Title

Team Leader Disability & Inclusion

## Directorate

Community Experience

## Reports to

Manager Community Services

## Position Number

#317

## Position Level

LGIA 5/6

## Position Summary

The Team Leader Disability & Inclusion plays a key role in advancing the Shire of East Pilbara's commitment to fostering an inclusive, accessible, and equitable community, leading the implementation, coordination, and continuous improvement of strategies and initiatives that promote disability access and broader social inclusion outcomes, including lead the Shire's Social Inclusion Plan. The role contributes to the development, delivery, and evaluation of inclusion programs, takes a lead role in day-to-day operational activities, and works collaboratively across the organisation to support inclusive service delivery and ensure the needs of diverse community members are recognised and addressed.

## Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the “culture” and “values” of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Collaboratively participating in teams to deliver projects and outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships with the Shire;
- Leading and guiding team members positively

in the execution of assigned tasks;

- Supporting best practice through the application of good decision-making and consistency of application within position scope/level;
- Actively contributing towards efficiency and quality of service, as directed;
- Demonstrate leadership in and commitment to the health, safety and wellbeing of all Shire staff;
- Proactively report, and mitigate, risks.

## Role Accountabilities

### STRATEGIC PLANNING AND IMPLEMENTATION

- Develop and implement the Shire's Social Inclusion Strategy, ensuring alignment with the Community Strategic Plan and other relevant frameworks and legislation.
- Coordinate the implementation, monitoring, and regular review of the Shire's Disability Access and Inclusion Plan (DAIP), collaborating with relevant departments to improve accessibility and inclusivity of Shire facilities and services.
- Design, implement, and evaluate initiatives that address barriers to inclusion and promote community cohesion. Identify and mitigate risks associated with exclusionary practices, accessibility, and community engagement efforts.
- Develop plans and strategies that increase participation of diverse groups in Shire programs, services, and decision-making processes, while meeting community needs.
- Collaborate with the Reconciliation Officer to develop and support culturally appropriate initiatives that promote Aboriginal inclusion



and engagement.

- Ensure all social inclusion plans and strategies comply with legislative requirements.
- Work with relevant departments to integrate social inclusion initiatives into the Shire's emergency management strategies, addressing the needs of vulnerable groups in disaster preparedness, response, and recovery.
- Stay informed about current trends, best practices, and legislative changes in social inclusion and diversity management.

#### **INCLUSIVE PRACTICES**

- Promote continuous improvement across all social inclusion plans, strategies, and initiatives.
- Collaborate with People & Culture and internal departments to ensure that inclusive practices of social inclusion and equity are embedded across the organisation.
- Provide internal coaching and guidance to Shire employees on inclusive communication, disability awareness, and intercultural competency.
- Support departments in implementing accessible public information (e.g., ensuring Shire websites, documents, and communications meet Web Content Accessibility Guidelines (WCAG)).

#### **COMMUNITY ENGAGEMENT, PARTNERSHIPS & CAPACITY BUILDING**

- Establish and maintain strong relationships with diverse community groups, local businesses and organisations, and key stakeholders to identify needs and opportunities for enhancing social inclusion and breaking down barriers, particularly for people with disabilities, aged communities, Aboriginal and Torres Strait Islander peoples, and culturally and linguistically diverse (CALD) groups.
- Facilitate community consultations, forums, and working groups to ensure diverse voices are heard and represented in Shire decision-

making processes.

- Develop and distribute resources to educate the community and stakeholders on inclusive practices.
- Work alongside the Reconciliation Officer to collaborate with Indigenous Elders and community leaders to develop culturally appropriate initiatives and ensure respectful engagement.
- Provide guidance and support to local businesses and community groups in developing their own diversity and inclusion events, offer access to Shire resources such as community facilities, and promote these events to help ensure their success.
- Use online engagement tools and in-person activities to gather feedback from community members, stakeholders, and program participants.

#### **PROGRAM DELIVERY**

- Coordinate and deliver diversity and inclusion training for Shire staff and community organisations.
- Plan, organise, and support community events and consultations that celebrate diversity, promote cross-cultural understanding, and enhance social inclusion, including coordinating logistics for these activities.

#### **POLICY AND ADVOCACY**

- Contribute to the development and review of Shire policies, ensuring they reflect best practices in social inclusion and equity.
- Support management in preparing reports and recommendations on social inclusion matters for Council consideration, by providing relevant data, community perspectives, and background information.
- Advocate for the needs of underrepresented groups within the Shire and to external stakeholders.

#### **GRANTS AND FINANCE**

- Contribute to funding applications for social inclusion projects and initiatives, working



collaboratively with the Shire Grants Officer.

- Assist in the acquittal process for grants related to social inclusion programs.
- Work within the allocated budget for social inclusion programs and initiatives, preparing requisitions and purchase orders as needed to ensure efficient use of resources.

#### **ADMINISTRATION AND REPORTING**

- Develop metrics, KPIs, and impact measurement tools to track the effectiveness of social inclusion programs, DAIP initiatives, and community engagement strategies.
- Analyse community participation data, feedback, and engagement trends, using insights to refine future strategies.
- Report on outcomes, challenges, and future recommendations to management.
- Monitor and report on social inclusion trends, challenges, and opportunities within the community.

#### **WORK HEALTH & SAFETY OBJECTIVES**

- Raising WHS awareness throughout the service.
- Facilitation of continual improvement and cultural beliefs around safety.
- Actively promote WHS and disseminate WHS information.
- Provide and maintain workplaces, plant and systems of work such that, so far as is practicable, the employees are not exposed to hazards.
- Provide such information, instruction and training to, and supervision of, the employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards or risks.
- Effectively communicate with regards to the WSH management system.
- Apply WHS and relevant legislation.
- Implement components of WHS management systems.
- Implement hazard identification, risk

assessment and control.

- Implement incident investigation, reporting and record keeping.

#### **Selection Criteria**

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

#### **Essential Criteria**

(to be considered for this role you must demonstrate the following skills and experience)

- A relevant tertiary qualification in Social Sciences, Community Development, Social Work or a related field, or equivalent industry experience.
- Minimum of 3 years' experience in community development, health promotion, social inclusion, or related fields, preferably within local government, the not-for-profit sector, or the community sector, with demonstrated ability to develop and implement strategies and programs that promote inclusivity and diversity.
- Demonstrated experience in program or policy development and implementation.
- Proven experience in facilitation, community engagement and stakeholder management.
- Demonstrated ability to work effectively with diverse and underrepresented communities, including people with disabilities, aged communities, Aboriginal and Torres Strait Islander peoples, and culturally and linguistically diverse (CALD) groups.
- Strong understanding of social inclusion principles, accessibility requirements, and contemporary issues affecting diverse communities.
- Ability to quickly gain and apply knowledge of relevant legislation, including the *Disability Discrimination Act 1992*, *Equal Opportunity Act 1992 (WA)*, and local government obligations.
- Excellent interpersonal skills with the ability



- to build and maintain relationships with people from diverse backgrounds.
- Highly developed written and verbal communication skills, including report writing and public speaking.
- Demonstrated ability to work autonomously and as part of a team in a dynamic environment.
- Strong organisational and project management skills.
- Ability to work flexible hours, including occasional evenings and weekends as required.
- Current 'C' Class Drivers Licence valid in Western Australia.
- Experience using the IAP2 Public Participation Spectrum and engagement practices.
- Working with Children Check or ability to obtain.
- Current "Provide First Aid" including current "Provide CPR" certificates, or willingness to obtain.
- Experience in working in Local Government with knowledge and understanding of the compliance and legislative environment associated with Local Government, or similar experience within a government setting with regulatory and compliance requirements.

### Desirable Criteria

- Knowledge of the East Pilbara region and its Aboriginal communities.

## Remuneration details

Employment conditions in accordance with the Shire of East Pilbara Industrial Agreement 2024 (LGIA 2024).

### Cash salary component:

- Base salary \$80,342 - \$91,054 per annum.
- Living allowance up to \$20,000 per annum is paid as per the Shire's policy and may be subject to change.
- 22% Superannuation includes: 12% Superannuation guarantee with an additional 5% to match employee voluntary contribution. The combined total of the Shire's contribution shall not exceed 17% of the specified salary.

### Accommodation:

- Is not available for this position.

### Relocation expenses:

- The Shire will negotiate reasonable relocation expenses with the successful applicant.
- Up to \$15,000 for interstate or up to \$10,000 for intrastate (GST Inc.).

### In addition:

- Annual uniform allowance up to \$440.
- 5 weeks Annual leave and the eligibility to accumulate Rostered days off every 19 working days.
- Long Service Leave – Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Annual Leave Travel Assistance – following twelve (12) months completion of service, one (1) return economy airfare to Perth, based on the cost of an airfare from Newman.

### Hours of work:

- As per the Award, ordinary hours of work are 38 hours per week.

### Other benefits and services:

- Discounts for staff for the use of recreation and aquatic centre facilities.
- Professional development is encouraged and promoted by providing staff training as necessary.

# INFORMATION FOR APPLICANTS

## Shire of East Pilbara

### Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

### General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

### Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

### Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

### Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

Shire of **EAST**  
**Pilbara**  
THE HEART OF THE PILBARA

### About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.