

Job Description

| Position Details | | | |
|------------------------------|------------------------------|---|-------------------------------|
| Title | Inclusion and Access Partner | Position # | S11127 |
| Grade | 10 | Band/Level | 3/2 |
| Directorate | City Performance | Department | Customer & Community services |
| Team | Vibrant Communities | Location | Nowra Administration |
| Status/Type | Full-time/Permanent | Hours | 35 |
| Reports to | Lead – Vibrant Communities | Supervisor Position # | S11551 |
| # of Direct Reports | Nil | # of Indirect Reports | Nil |
| Applicable Allowances | Nil | Vehicle - Operational or Leaseback (discretionary benefit) | Nil |

Primary Purpose of the Position

The Inclusion and Access Partner position provides an exciting opportunity to support the development, implementation and evaluation of initiatives that promote inclusion, accessibility, participation and wellbeing for the community, with a particular focus on people with disability.

Using a capacity building approach, the role works collaboratively with community members, service providers and internal Council teams to strengthen community connections, remove barriers to participation and build inclusive communities.

A key focus of the role is supporting the implementation and monitoring of Council's Disability Inclusion Action Plan (DIAP), facilitating advisory committees and community networks, and ensuring people with lived experience are actively engaged in decision-making and co-design processes.

Selection Criteria

Essential Qualifications, Licenses and Experience

- Tertiary Qualification in one of the following disciplines: Community Development, Social Science, Social Work, Social Planning, or other related fields, or equivalent combined with relevant extensive work experience in these fields.
- Extensive experience in designing, delivering, and evaluating a range of inclusion initiatives that meet identified community social and access outcomes.
- Prior demonstrated experience working with priority population groups, including people with disability.
- Strong understanding of disability inclusion, accessibility and community participation principles and awareness of relevant legislation and regional priorities in relation to inclusion and access.
- Extensive experience working collaboratively with a range of stakeholder groups including all levels of government, community service providers and community groups to produce initiatives that benefit the community.
- Demonstrated experience in group facilitation and management of community committees.
- Advanced communication and negotiation skills, and the ability to write for multiple and diverse audiences and requirements.
- Demonstrated success in establishing and maintaining productive working relationships with all internal and external stakeholders.
- Proof of Australian residency or citizenship
- Current Class C Driver's License

Essential Teamwork and Customer Service Skills

- Ability to consult, share information and work collaboratively.
- Ability to demonstrate customer service values.

Essential Technical Skills

- Demonstrated effective time management and prioritisation skills with the ability to balance competing workloads and deliver within deadlines.
- Proven competence utilising Microsoft Word, Microsoft Excel, Microsoft Outlook (or other email provider), along with electronic record management and prioritisation tools.
- Strong communication and interpersonal skills.
- Ability to behave in a professional manner and work with integrity and accountability
- Ability to work in a culturally sensitive and inclusive manner.

Principle Duties and Responsibilities

Role Specific Duties and Responsibilities

Workplan may include:

- Assist in the facilitation of Council's Committees e.g. the Inclusion and Access Advisory Committee.
- Implementing the Vibrant Communities Team's Disability Inclusion and Action Plan actions.
- Supporting the development, implementation, monitoring and evaluation of Council's DIAP alongside the Vibrant Communities Social Planner.

- Develop and deliver community capacity building initiatives, programs and events that promote accessibility, social connection and inclusion.
- Leading and facilitating meetings with internal and external stakeholders.
- Build strong partnerships with community organisations, government agencies, service providers and people with lived experience to identify community priorities and deliver collaborative outcomes.
- Applying for external grant funding, delivering, and acquitting grant funded projects.
- Representing Council on a number of networks and inter-agencies.
- Supporting team building and taking initiative in continuous improvement of team procedures
- Supporting team and mentoring junior team members.
- Writing reports including but not limited to Council reports and reports for internal stakeholders, external funding partners and government agencies.
- Contributing to the Community Capacity Building team's actions under Council's Community Strategic Plan, Disability Inclusion Action Plan, Community Wellbeing Strategy, Reconciliation Action Plan and other Council plans.
- Child safety is a critical element of this role through preventing, recognising, responding to, and reporting of child safety reports or concerns.

Delegations

The Financial Delegations of the position are:

- Purchase order limit: \$5,000.
- Total expenditure control: \$5,000

Shoalhaven City Council's Statement of Commitment to being a child safe organisation:

- Shoalhaven City Council is a Child Safe Organisation that recognises and advocates for the rights of children and young people and are committed to providing a safe workplace

Overall Corporate Responsibilities

- Adhere to Council plans, policies, procedures, and Code of Conduct
- Conduct oneself in accordance with Council's Core Organisational Values - [Respect, Integrity, Adaptability & Collaboration](#).
- Work in alignment with the objectives identified by Council and your team.
- Exhibit positive behaviours by showing initiative, taking responsibility for own actions and disclosing issues of ethics and probity.
- Support continuous improvement by identifying improvements to processes and practices and supporting change.
- Contribute to work area planning and prioritise workloads to meet deadlines.
- Work within budget and time constraints to optimise outcomes while balancing resource requirements.
- Maintain all certificates, licences and operative training required for the position.
- Understand, adhere, and promote all Workplace Health & Safety policies and procedures.
- Work in keeping with the Shoalhaven City Council's EEO management plan and other EEO policies.
- Build rapport with internal and/or external customers; be friendly, co-operative & helpful.
- Manage records in accordance with the State Records Act & Council's Records Management Policies; ensure that all appropriate records are captured into Council's recordkeeping system efficiently and effectively.

- Demonstrate a strong customer focus which is responsive, courteous, accurate and professional.

Other Information

Award / Agreement
Local Government (State) Award

Span of Hours
6:00am to 6:00pm

Spread of Hours
Monday to Sunday

Arrangement of Hours
35 hours within one week provided that at least two days off shall be granted.

Pre-Employment Requirements

| | | | |
|----------------------------------|-----------------|--------------------------|----------|
| WWCC Required Y/N: | <u>Y</u> | Police Check Y/N: | <u>N</u> |
| Pre-employment medical category: | <u>Low Risk</u> | Qualification Check Y/N: | <u>Y</u> |

Date last reviewed: 02/06/2026

***This job description is to be read and interpreted in conjunction with your contract of employment. Where there is any inconsistency between this job description and your contract of employment your contract of employment will prevail to the extent of the inconsistency. Council, as the employer, may direct you to carry out duties that are within the limits of your skill, competence, and training and that may not be described in this job description.*