



POSITION TITLE	Program Manager, Disability Inclusion
JOB PROFILE ID	PMD_HEO10_01_SJP
JOB CATEGORY	Professional
JOB FAMILY	Program / Project Management and Delivery
COMPENSATION GRADE	HEO10
MANAGEMENT LEVEL	19 Individual Contributor

POSITION DESCRIPTION SUMMARY

PRIMARY FUNCTION OF THE ROLE

The Deputy Vice-Chancellor (Community and Leadership) portfolio leads the University's strategic direction to embed a thriving, inclusive, and high-performing culture. Guided by the Community and Leadership Roadmap, the portfolio plays a pivotal role in shaping a thriving University culture and driving transformational change, so that every member of the community feels a sense of belonging, can thrive, and can meaningfully contribute to the ambitions of the University's 2032 Strategy.

The Program Manager, Disability Inclusion provides senior program management leadership and guidance to support the implementation and evaluation of the University's plan for disability inclusion, including the responsibilities, commitments and obligations under federal and state legislation.

Reporting to the Senior Manager, Diversity and Inclusion and operating within a complex regulatory and governance environment, the role exercises a high degree of independent professional judgement to lead the end-to-end program of work, translating strategic direction into cohesive, measurable delivery. The role is responsible for managing and overseeing program architecture, regulatory compliance, governance design, stakeholder engagement, and financial stewardship.

DECISION MAKING AND DELEGATIONS OF AUTHORITY

The Program Manager, Disability Inclusion operates with broad direction from the Senior Manager, Diversity and Inclusion and exercises independent professional judgement across all aspects of program planning, delivery, governance and risk management. Accountable for the overall progress and success of the project, the incumbent makes autonomous program-level decisions within an agreed strategic framework, escalating matters with institution-wide strategic, regulatory, policy implications to the Senior Manager, Diversity and Inclusion as appropriate. The incumbent is expected to proactively identify and resolve complex problems, lead negotiations with senior stakeholders, and adapt the program in response to regulatory, legislative or institutional change without requiring routine direction.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	0082454 Disability Inclusion Action Plan Project Manager (Unfilled)
Direct Reports	
Peer Relationships	Refer to the organisational charts in Workday to view peer relationships relevant to your role. Please Note- This option is only available to University staff.

RESPONSIBILITY DESCRIPTION

1. **Manages program architecture, planning and establishment.**

- Designs and maintains the University's disability inclusion program structure and operating model, including definition of the program charter and scope, design of governance and management functions and controls, specification of key roles and accountabilities, and key performance indicators for the program area.
- Establishes and embeds program management methodology, standards, reporting templates and planning tools to support consistent and high-quality delivery across all disability inclusion workstreams.
- Identifies, maps, and secures key program resources required to establish and sustain disability and inclusion implementation.
- Leads the integration of universal design and accessibility standards across the built environment, digital platforms, and teaching and learning environments, in partnership with relevant portfolios.

2. **Manages and leads program delivery to meet objectives and achieve measurable outcomes.**

- Leads the end-to-end delivery of the University's disability and inclusion program, exercising independent professional judgement to manage competing priorities, resolve complex delivery issues and maintain progress across all workstreams.
- Oversees the development and execution of workstream-specific project plans, ensuring alignment with the overarching program framework and agreed outcomes.
- Monitors program performance against agreed indicators, identifies variances and takes autonomous corrective action within the agreed strategic framework, escalating to the Senior Manager, Diversity and Inclusion where institutional-level decisions are required.
- Provides expert analysis and advice on quantitative and qualitative evidence relevant to disability and inclusion implementation, drawing on data to identify trends, gaps and opportunities for continuous improvement.
- Ensures critical program deliverables are appropriately sequenced, prioritised and delivered on time and within budget, with a focus on measurable disability inclusion outcomes.
- Establishes and tracks program benefits realisation, ensuring that disability inclusion initiatives deliver measurable improvements in access, participation, and experience.
- Ensures an intersectional approach to disability inclusion, recognising and addressing the compounded impacts of disability with other dimensions of diversity.

3. **Develops, embeds and leads governance design, regulatory compliance, and reporting frameworks.**

- Designs, implements, and continuously improves the disability and inclusion program governance framework, including reporting structures, escalation pathways, issue and risk management processes, and quality assurance mechanisms.
- Leads the University's compliance with evolving Department of Education requirements and associated disability and inclusion reporting obligations, ensuring the program remains current with legislative and regulatory changes and that institutional responses are timely, accurate, and defensible.
- Prepares high-quality governance papers, briefings and compliance reports for the Senior Manager, Diversity and Inclusion, University Executive and relevant governance committees, presenting complex regulatory and program information clearly and authoritatively.
- Proactively identifies and analyses emerging risks and threats to the program implementation and develops mitigation strategies and procedures.
- Manages program data integrity, ensuring confidentiality, accurate and safe storage of records and files (electronic and hard copy), and compliance with University data governance policies throughout program implementation.

4. **Manages and leads program stakeholder engagement and collaborates with project teams to ensure that program deliverables and milestones are achieved.**

- Leads a comprehensive stakeholder engagement strategy for the University's disability and inclusion program, identifying and managing relationships with key internal and external stakeholders, including staff, students, disability advocacy organisations, and government agencies.
- Maintain awareness of current policies and legislations including the Higher Education Support (Other Grants) Amendment (Disability Support Fund) Guidelines 2026.
- Represents the disability and inclusion program in internal governance forums and external regulatory and sector settings, as directed by the Senior Manager, Diversity and Inclusion.
- Builds and sustains high-trust relationships across senior leadership and governance structures, influencing decision-making to advance disability and inclusion priorities without direct authority.
- Develops and implements program communications strategies to promote disability and inclusion progress, build institutional awareness and sustain engagement across affected work areas.
- Identifies and resolves conflicting stakeholder needs at the program level, escalating to the Senior Manager, Diversity and Inclusion where resolution requires strategic-level authority.



RESPONSIBILITY DESCRIPTION

- Manages relationships with external vendors, contractors and delivery partners engaged to support disability and inclusion implementation, ensuring procurement activity aligns with University policy and that delivery partners meet agreed quality, accessibility and timeliness standards.
- 5. Manages program financials against budget and coordinates external funding opportunities.**
- Manages the financial planning and allocation of the program budget across workstreams and activities, monitoring on-going expenditure against plan and ensuring responsible stewardship of available resources.
 - Produces high-quality financial, budget and program expenditure reports for the Senior Manager, Diversity and Inclusion, and where required, for submission to governance committees, funding bodies or finance.
 - Identifies anticipated problems within the program from a financial perspective, including actual and forecasted costs and revenue, profitability and resource planning, reporting them to the Senior Manager, Diversity and Inclusion with advice on possible solutions to address the concerns identified.
 - Identifies external funding and grant opportunities to secure additional resources for disability and inclusion implementation.
- 6. Provides effective people leadership, management, and capability development.**
- Leads and mentors the team, fostering a culture of continuous professional development, evidence-informed practice, and collective accountability for inclusion outcomes.
 - Manages the performance and development of staff, including performance review, professional development and career management.
 - Models inclusive leadership and contributes to a positive, respectful, and high-performing workplace culture.
 - Manages the recruitment and onboarding of program team members as required, preparing position descriptions and engaging with HR in line with University policy and practice.
 - Ensures compliance with University WH&S Management Systems, including WH&S Policies and Procedures, modeling a culture of safety and wellbeing throughout the program team and program implementation.
 - Contributes to the broader DVC Community and Leadership portfolio strategic agenda.
- 7. Undertakes ad-hoc projects and other activities.**
- Performs work activities relevant to the role's key accountabilities as approved by the Manager and commensurate to the role's classification level as required.

EDUCATION

Education

Other - An equivalent combination of relevant training and experience

Postgraduate qualifications - In a relevant field

Only one Field of Study needs to apply. The Education requirements should be considered in conjunction with the Work Experience requirements.

CERTIFICATIONS

Certifications

SKILLS

Skills

Demonstrated capacity to influence and negotiate with senior stakeholders without direct authority, building trust and advancing institutional priorities

Demonstrated capacity to lead complex, multi-workstream programs of work, exercising independent professional judgement within a broad strategic framework

Demonstrated knowledge of the disability inclusion legislative and policy framework, including the Disability Discrimination Act, Disability Standards for Education, and the Higher Education Support (Other Grants) Amendment (Disability Support Fund) Guidelines 2026 and associated reporting requirements

Exceptional written and verbal communication skills, including the ability to prepare high-quality governance papers, briefings and compliance reports for senior audiences

High-level analytical and problem-solving skills, with the ability to interpret complex regulatory and legislative requirements and translate them into institutional practice

Sound understanding and expert application of program and project management competencies including scope, time, cost, quality, human resources, communications, risk, procurement and integration

Strong people leadership capability, with demonstrated experience managing and developing staff in a complex, sensitive program environment

WORK EXPERIENCE

Work Experience

Demonstrated experience leading large, complex programs or multiple interdependent projects, including responsibility for program architecture, governance and delivery accountability

Demonstrated people leadership experience, including performance management, professional development and building high-performing teams

Experience engaging with and reporting to government agencies or regulatory bodies, including preparation of compliance and accountability documentation

Experience managing and interpreting evolving regulatory and legislative requirements, particularly in the areas of disability inclusion, equity or related social policy domains

Experience managing complex stakeholder environments, including influencing senior leaders and building productive relationships across large, multi-faceted organisations

Financial management experience at program level, including budget delegation, expenditure monitoring and financial reporting

Previous experience in the higher education or tertiary sector, or in a complex, regulated public sector environment

CAPABILITIES

Priority Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Collaborates with others	Builds networks, models collaboration and works effectively with others to encourage inclusivity and impact.	ADV



Priority Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Takes accountability	Takes accountability for own actions and contributes to an inclusive, psychologically safe and high performance culture where people are inspired to thrive and realise their potential.	ADV
Takes action	Takes initiative, achieving results through a commitment to excellence and quality outcomes for the University, Australia and the wider world.	ADV

Priority Professional Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Actively manages opportunities, risks and issues	Actively manages opportunities, potential risks and uncertainties to achieving the strategic objectives of the University.	ADV
Delivers service excellence	Understands customer needs and wants, both now and in the future, to agree, meet and manage service expectations and deliver an excellent service experience for University staff, students and the community.	ADV
Drives strategic alignment	Scopes, develops and manages projects/programs that underpin education, research, engagement and student experience outcomes (directly or indirectly) to ensure successful delivery for students, staff and the community.	ADV
Enables compliance and integrity	Cultivates an environment in which students and staff act with integrity and comply with relevant laws, regulations and policies applicable to the University.	ADV
Facilitates organisational readiness	Facilitates, encourages and sustains the acceptance and adoption of new strategies, technologies, and processes, supporting University staff to adapt and respond to change.	ADV
Financial accountability	Applies prudent financial management practices when undertaking tasks and makes decisions with a consideration of the short and longer term financial implications on organisational effectiveness, and the impacts on University staff, students and community.	ADV
Seeks insights to inform decisions	Gathers, consolidates and evaluates a range of information to uncover key insights and inform business decisions across the University.	ADV

Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Acts responsibly	Understands constraints and works to optimise value for the University by balancing safety, sustainability, risk, opportunity, and finite resources to deliver, directly or indirectly, on the objectives of the University.	ADV
Acts with courage, respect and integrity	Acts with honesty, demonstrating ethical and professional behaviour, with the courage to speak up for respect and integrity.	ADV
Communicates with impact	Interacts with others clearly and effectively, using respectful verbal and non-verbal communication for the benefit of our students, staff and the communities we serve	ADV
Contributes to the University	Shows an appreciation of the higher education sector and role of the University in the local and international community, supporting the University's strategy of excellence in research, education, engagement and student experience.	ADV
Displays adaptability	Remains committed and persistent in the pursuit of goals, maintaining composure and professionalism, regardless of changing circumstances.	ADV
Displays cross-cultural understanding	Collaborates in an inclusive way demonstrating an understanding of cultural differences and how our views can shape the way we operate.	ADV



Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Excels in discipline, field or profession	Strives to develop and improve own proficiency and profile in areas of focus, creating a positive impact for the University.	ADV
Responds to changing contexts	Anticipates and monitors demand and develops considered responses to continually improve student, staff and community outcomes	ADV
Strives to learn	Exhibits a commitment to continuously learn, having the courage to embrace new practices, behaviours and mindsets and be open to new ideas and perspective.	ADV
Thinks and solves problems	Makes informed and considered decisions by thinking critically and comprehensively to progress and enhance outcomes for the University.	ADV