

Community Disability and Inclusion Officer

Classification	Band 6	Position Code	To be confirmed
Department	Community and Economic Development	Directorate	Community Wellbeing
Approved FTE	0.6 - 0.8 FTE	Date Reviewed	October 2026
Location	Town Hall (with hybrid option)		
Reports to	Coordinator Community Strengthening		
Supervision	Casual disability support workers		

Our Values

Collaboration	Respect	Service Excellence	Integrity	Innovation
Working better together	Being understanding and considerate	Delivering for our customers	Being open and honest	Expressing ideas and adding value

About the Role

The Community Disability and Inclusion Officer delivers community development, partnership and capacity-building activities that improve accessibility, equity and participation for people with disability. Working with people with disability, families, carers, community organisations, service providers and Council teams, the role supports inclusive communities and promotes the rights and leadership of people with disability.

The role plans and delivers accessible engagement, partnerships, programs and networking activities that inform Council's planning, policies and services. It uses consultation, co-design, evidence and relevant legislation to identify and address barriers to participation, strengthen community capability, improve inclusive practice across Council and the community and support the implementation and evaluation of relevant Council plans and priorities.

Key Responsibilities

Inclusive engagement and co-design

- Build respectful and effective relationships with people with disability, their families, carers and disability service providers.
- Plan and facilitate opportunities for accessible consultation and co-design so lived experience informs Council-supported initiatives, programs, services and policy.

Planning, policy and advice

- Monitor trends, emerging issues, sector developments, evidence and lived experience to inform disability inclusion planning and practice.
- Interpret and apply relevant legislation, policy and standards, disability discrimination and equal opportunity requirements.
- Research and analyse disability inclusion and accessibility issues and develop practical options and recommendations.
- Prepare clear advice, reports, briefings, correspondence and presentations for Council, community and professional audiences.
- Contribute specialist advice to relevant Council's policies, plans, policy, strategies and practice.

Community capability and leadership

- Provide training, resources, guidance and mentoring to Neighbourhood and Community Houses, community organisations and Council teams to strengthen inclusive practice.
- Support opportunities that increase the participation, leadership and influence of people with disability and disability advocates.
- Support disability inclusion reference networks, including meeting planning, agendas, papers, administration and follow-up actions.
- Encourage community organisations and service providers to include accessibility and disability inclusion in their planning and service delivery.

Programs and continuous improvement

- Plan, deliver and support disability inclusion programs and initiatives that respond to identified community needs and agreed Council priorities.
- Coordinate program activities, contributors, resources, timeframes, risks and deliverables within the role's area of responsibility.
- Work across Council teams to improve accessibility and inclusion in programs, services and community engagement.
- Identify and implement practical improvements to accessible program and service delivery.
- Support assigned actions from relevant Council's plans and strategies, including implementation, progress monitoring, reporting and follow-up.

Impact and evaluation

- Develop and use practical tools to monitor the reach, outcomes and impact of disability inclusion initiatives.
- Collect and analyse feedback, participation information and other available evidence to assess progress and inform improvements.
- Maintain accurate program, partnership, network and performance records.
- Report on progress, outcomes, risks and emerging issues and recommend changes where required.

Partnerships and representation

- Develop and maintain partnerships with disability organisations, advocacy groups, service providers, community organisations, regional networks, peak bodies and government agencies.
- Coordinate collaborative initiatives and shared responses to disability inclusion and accessibility priorities.
- Represent Council in relevant networks, forums, working groups and sector collaborations.
- Negotiate and gain the cooperation of internal and external stakeholders to support agreed outcomes.

Supervision and coordination

- Provide day-to-day direction, guidance and support to Casual Disability Program Workers.
- Allocate and coordinate work within approved programs, priorities and available resources.
- Monitor work quality, program delivery and compliance with relevant Council requirements.
- Coordinate staff, community representatives, service providers and other contributors where required to deliver agreed programs and initiatives.
- Refer significant staffing, conduct, performance, safety or operational matters to the Coordinator Community Strengthening.

Other Duties

- Perform other duties within the employee's skills, competence and training, as directed, to support the objectives of the department and Council.

Key Selection Criteria

- Demonstrated commitment to organisational values and behaviours.
- A tertiary qualification in social sciences, planning, health promotion, community development or a related discipline, together with relevant experience.
- Demonstrated knowledge of disability inclusion, accessibility and equity and the barriers experienced by people with disability.
- Demonstrated ability to interpret and apply relevant legislation, policies and standards to planning, policy, programs and service delivery.
- Demonstrated experience planning and delivering accessible community engagement, consultation, co-design, programs or initiatives with people from diverse or underrepresented communities.
- Well-developed analytical, evaluation and problem-solving skills, including the ability to assess complex issues and develop practical options and recommendations.
- Demonstrated experience monitoring programs or initiatives and using evidence and community feedback to measure outcomes and inform improvement.
- Highly developed written and verbal communication skills, including the ability to prepare clear reports, briefings, presentations and communications for different audiences.
- Demonstrated ability to plan and prioritise work, manage competing responsibilities, exercise sound judgement and deliver agreed outcomes within required timeframes.
- Demonstrated ability to build effective partnerships, gain stakeholder cooperation and coordinate collaborative work across organisational and community settings.
- Demonstrated ability to provide day-to-day guidance and coordinate the work of casual staff or other program contributors.

Other information

- Victorian Drivers Licence is mandatory.
- The position is located at the Glen Eira Town Hall; however, the incumbent may be required to travel to other Council offices.

Who you will be working with

Internal relationships	- Coordinator Community Strengthening - Manager Community and Economic Development - Casual Disability Program Workers - Council departments, directorates and relevant internal working groups.
External relationships	- Residents - Service providers - Community organisations and workplaces - Regional networks and peak bodies - State government departments and agencies.

What we are all responsible for

Health, Safety and Wellbeing: We contribute to a workplace that is physically and psychologically safe for ourselves and others. This includes adhering with relevant policies, procedures, legislation and risk management practices. We act in accordance with these requirements and contribute to a positive and proactive safety culture.

Diversity, Equity and Inclusion: We foster an inclusive, respectful, fair and welcoming workplace for all. Inclusion and belonging are central to our culture and guide how we work together. Every individual has the right to feel safe, heard, valued and supported. We value diversity and actively create pathways for all employees to participate, contribute and grow.

Child Safeguarding: We foster a strong child safeguarding culture through the consistent application of our policies and procedures. We actively uphold these requirements, including our Child Safeguarding Policy and Child Safeguarding Code of Conduct, to prevent, report and respond to child abuse and harm.

Sustainability: We play an active role in responding to the climate emergency and raising awareness to support a sustainable, safe and healthy future for us all. We embed climate change action in everything we do.

Fraud and Corruption: We contribute to protecting Council by adhering to the Risk Management Framework and Policy, the Fraud and Corruption Policy and Fraud and Corruption Control System.

Local Government requirements

Accountability and Extent of Authority

- Accountable for planning and delivering assigned disability inclusion programs, engagement activities, networks, partnerships and projects within agreed scope, timeframes, budgets and quality requirements.
- Provide timely, accurate and evidence-informed advice, analysis, reports and recommendations to the Coordinator Community Strengthening and Manager Community and Economic Development.
- Investigate accessibility, disability inclusion and equity issues, assess available evidence and develop practical options and recommendations.
- Provide specialist advice within the position's area of responsibility and refer significant policy, financial, legal, safety, reputational or community matters to the Coordinator or Manager.
- Coordinate assigned actions arising from relevant Council plans, strategies and priorities and report on implementation, outcomes and risks.
- Provide day-to-day guidance and work coordination to Casual Disability Program Workers within approved programs and priorities.

- Exercise discretion and maintain confidentiality when managing sensitive community, personal or organisational information.
- Work within Council policies, objectives, guidelines, approved budgets and delegated authority, with regular reporting to the Coordinator Community Strengthening.
- Coordinate with other Council areas where disability inclusion or accessibility matters affect multiple services or areas of operation.

Judgement and Decision Making

- Apply specialist knowledge, relevant legislation, evidence, and community feedback to assess issues and develop practical responses.
- Exercise sound judgement when planning engagement, programs, partnerships and service improvements within agreed Council policies and priorities.
- Analyse information from different sources, identify risks and implications and develop defensible options and recommendations.
- Resolve routine and moderately complex operational matters independently within the scope of the position.
- Adjust work plans and delivery approaches in response to emerging needs, risks, stakeholder feedback and changing priorities.
- Use discretion when managing sensitive stakeholder relationships and matters affecting people with disability.
- Escalate significant, sensitive or higher-risk matters that may have policy, legal, financial, safety, reputational or broader community implications.
- Guidance and advice are generally available from the Coordinator Community Strengthening and other relevant Council specialists.

Compliance and Conditions of Employment

Conditions of employment are in accordance with Councils policies, procedures and Code of Conduct.

This role will require the following compliance checks:

- National Police Check
- Valid working rights within Australia
- Pre-employment Health Declaration
- Working with Children Check (Employee)
- Verification of qualifications and Victorian Drivers Licence