

POSITION DESCRIPTION

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| Position Title Community Development Officer – Disability Inclusion | HR2017 | Position Level Level (5) Five – City of Bunbury Employees 2024 Enterprise Agreement | Reports to Senior Community Development Officer | Primary Location: City of Bunbury Administration Building |
| Role of position This role is dedicated to fostering a more inclusive community by leveraging a strength-based approach and collaborating with key stakeholders. The role involves developing and implementing initiatives that enhance opportunities and inclusion for people living with disabilities. Additionally, the role will serve as a strong advocate for raising awareness and promoting the adoption of inclusive practices, both within the organisation and throughout the broader community. | | | | |
| Accountabilities <ul style="list-style-type: none"> • Work alongside the community to identify, celebrate and build on existing assets, resources, and initiatives. • Build positive relationships with internal and external stakeholders to advocate and promote inclusion. • Develop, implement and evaluate projects and events in partnership with local service providers, community groups and community members. • Research and identify community groups and services that could benefit from collaboration, and disability access and inclusion events. • Support the City's continued growth as an inclusive organisation through the coordination of committees and/ or working groups as needed to support co-designed service delivery. • Responsible for agendas, minutes and reports in relation to DAIC and the Co-Design Access Panel, including Annual Progress Reports and creating and/or reviewing Personal Emergency Evacuation Plans in consultation with Co-DAP and DAIP Members. • Development and Maintenance of online booking forms for Freedom Trax. • Assisting the development and implementation of disability access and inclusion training programs for internal stakeholders. • Stay up to date on all disability access and inclusion laws and regulations. • Respond to enquiries relating to disability access and inclusion, providing advice and support as required. • Monitor and maintain the DAIP internal SharePoint Intranet page. • Support the review, development and continuous improvement of City various strategies and plans as they relate to inclusion. • Lead the facilitation and project management of the City's Disability Access and Inclusion Plan and MARCIA (Most Accessible Regional City in Australia) project. • Other duties as directed. | | Internal Relationships <ul style="list-style-type: none"> • All City of Bunbury employees External Relationships <ul style="list-style-type: none"> • Volunteers • City Committees • Working Groups • Local community groups • Residents • Various Government Authorities • Local Government Agencies Financial Accountabilities and Delegations <ul style="list-style-type: none"> • Acts within established practices. Desirable Experience <ul style="list-style-type: none"> • Knowledge of social infrastructure, issues and trends within Bunbury. • Experience in a similar role within a Local or State Government Agency. • Well-developed knowledge of and experience in contemporary community engagement and consultation practices. | | |
| Essential Criteria <ul style="list-style-type: none"> • Demonstrated experience in supporting and contributing to social justice and/ or inclusion initiatives. • Post-secondary qualification in or extensive knowledge and skill in community development, project management and engagement principles. • Demonstrated experience in working collaboratively with community groups and organisations to deliver outcomes and build capacity. • Well-developed verbal and written communication skills with the ability to produce correspondence, evaluation reports, plans and presentations. • Ability to plan, co-ordinate and prioritise a demanding workload, along with demonstrated resourcefulness and initiative to complete objectives within given timelines. • Demonstrated ability to work collaboratively and autonomously within a team environment. • Possession of a current C (Car) or CA (Car Automatic) Western Australian Drivers Licence. • Possession of a current National Police Certificate and Working with Children Check | | | | |

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| <p>Mission Statement Welcoming and Full of Opportunities</p> <p>Values Employees at the City of Bunbury observe the following Values in their day to day activities:</p> <p>We are Community</p> <ul style="list-style-type: none"> • We are one team • We keep each other safe • We display empathy and respect • We have fun and celebrate our successes • We work together to achieve great outcomes <p>We are Open</p> <ul style="list-style-type: none"> • We are open to opportunities • We actively listen and think things through • We are inclusive and treat everyone equally • We are honest and open in our communications • We are open to feedback to improve our performance <p>We are Brave</p> <ul style="list-style-type: none"> • We lead the change, we own it! • We trust and empower each other • We have the difficult conversations early • We hold ourselves to the highest standard • We have the courage to improve and simplify <p style="text-align: center;">#WEARECOB</p> | <p>Misconduct City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.</p> <p><u>Employees must:</u></p> <ul style="list-style-type: none"> • Apply accountable and ethical decision making principles within the work environment. • Behave in accordance with legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct. • Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003. • Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO. <p>Risk Management</p> <ul style="list-style-type: none"> • Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director. • Apply sound operational risk management practices within the work environment. <p>Customer Service</p> <ul style="list-style-type: none"> • Foster, advocate and implement the City's Customer Service Charter. • Aim to exceed customer expectations. • Strive for an element of consistency from one service transaction to the next. • Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery. • Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider. | <p>Work Health and Safety <u>Managers/Supervisors must.</u></p> <ul style="list-style-type: none"> • Ensure adherence to WHS policies and procedures. • Consult and cooperate with workers and WHS representatives on WHS issues. • Ensure that workers are equipped with the information, instruction, training, and supervision that they need to work safely. • Identify, assess, and control hazards within their area of responsibility by applying the hierarchy of controls. • Encourage early reporting of incidents, gather initial information to assist investigations and forward to WHS Team immediately. • Ensure that workers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment. • Develop Safe Work Procedures as required in consultation with the workers and ensure adherence to procedures. • Provide PPE as required and ensure workers are aware of correct usage and storage requirements. • Ensure all plant and equipment is properly maintained. • Maintain relevant knowledge of WHS issues. • Act as a role model by demonstrating safe work behaviours. <p><u>Workers must;</u></p> <ul style="list-style-type: none"> • Take reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions, as defined in WHS legislation. • Participate in the development of a healthy and safe workplace. • Comply with any reasonable instructions given for their own health and safety and that of others, to comply with legislation and local polies and procedures. • Cooperate with management in its fulfilment of its legislative obligations. • Report any injury, illness, hazard or near miss immediately, where practical to their supervisor. • Familiarise themselves with the work health and safety policies and procedures • Not wilfully or recklessly interfere with safety equipment. <p>Accountable and Ethical Decision Making</p> <ul style="list-style-type: none"> • Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained. • Act fairly and justly, abiding by principles of due process and natural justice. • Be accountable and transparent. • Do your job effectively and as efficiently as possible. • Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct. • Declare any potential conflicts of interest. |
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Name
Date
Signed