

## POSITION DESCRIPTION

<b>Position Title</b> Community Development Officer – Disability Inclusion	<b>HR2017</b> <b>Position Level</b> Level (5) Five – City of Bunbury Employees 2024 Enterprise Agreement	<b>Reports to</b> Senior Community Development Officer	<b>Primary Location:</b> City of Bunbury Administration Building
<b>Role of position</b> 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.			
<b>Accountabilities</b> <ul style="list-style-type: none"> <li>• Work alongside the community to identify, celebrate and build on existing assets, resources, and initiatives.</li> <li>• Build positive relationships with internal and external stakeholders to advocate and promote inclusion.</li> <li>• Develop, implement and evaluate projects and events in partnership with local service providers, community groups and community members.</li> <li>• Research and identify community groups and services that could benefit from collaboration, and disability access and inclusion events.</li> <li>• 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.</li> <li>• 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.</li> <li>• Development and Maintenance of online booking forms for Freedom Trax.</li> <li>• Assisting the development and implementation of disability access and inclusion training programs for internal stakeholders.</li> <li>• Stay up to date on all disability access and inclusion laws and regulations.</li> <li>• Respond to enquiries relating to disability access and inclusion, providing advice and support as required.</li> <li>• Monitor and maintain the DAIP internal SharePoint Intranet page.</li> <li>• Support the review, development and continuous improvement of City various strategies and plans as they relate to inclusion.</li> <li>• Lead the facilitation and project management of the City's Disability Access and Inclusion Plan and MARCIA (Most Accessible Regional City in Australia) project.</li> <li>• Other duties as directed.</li> </ul>	<b>Internal Relationships</b> <ul style="list-style-type: none"> <li>• All City of Bunbury employees</li> </ul> <b>External Relationships</b> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• City Committees</li> <li>• Working Groups</li> <li>• Local community groups</li> <li>• Residents</li> <li>• Various Government Authorities</li> <li>• Local Government Agencies</li> </ul> <b>Financial Accountabilities and Delegations</b> <ul style="list-style-type: none"> <li>• Acts within established practices.</li> </ul> <b>Desirable Experience</b> <ul style="list-style-type: none"> <li>• Knowledge of social infrastructure, issues and trends within Bunbury.</li> <li>• Experience in a similar role within a Local or State Government Agency.</li> <li>• Well-developed knowledge of and experience in contemporary community engagement and consultation practices.</li> </ul>		
<b>Essential Criteria</b> <ul style="list-style-type: none"> <li>• Demonstrated experience in supporting and contributing to social justice and/ or inclusion initiatives.</li> <li>• Post-secondary qualification in or extensive knowledge and skill in community development, project management and engagement principles.</li> <li>• Demonstrated experience in working collaboratively with community groups and organisations to deliver outcomes and build capacity.</li> <li>• Well-developed verbal and written communication skills with the ability to produce correspondence, evaluation reports, plans and presentations.</li> <li>• Ability to plan, co-ordinate and prioritise a demanding workload, along with demonstrated resourcefulness and initiative to complete objectives within given timelines.</li> <li>• Demonstrated ability to work collaboratively and autonomously within a team environment.</li> <li>• Possession of a current C (Car) or CA (Car Automatic) Western Australian Drivers Licence.</li> <li>• Possession of a current National Police Certificate and Working with Children Check</li> </ul>			

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### Mission Statement

Welcoming and Full of Opportunities

### Values

Employees at the City of Bunbury observe the following Values in their day to day activities:

### We are Community

- 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

### We are Open

- 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

### We are Brave

- 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**

**#WEARECOB**

### Misconduct

City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.

#### Employees must:

- 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.

### Risk Management

- 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.

### Customer Service

- 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.

### Work Health and Safety

#### Managers/Supervisors must:

- 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.

#### Workers must:

- 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.

### Accountable and Ethical Decision Making

- 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.

Name  
Date  
Signed