

Position Description

POSITION TITLE:	<i>Disability Project Officer</i>
POSITION NO:	<i>4284-1</i>
DIRECTORATE:	<i>Community Life</i>
DEPARTMENT:	<i>Inclusive Communities</i>
SECTION:	<i>Access and Participation</i>
CLASSIFICATION:	<i>Band 6</i>
LOCATION:	<i>Municipal Offices, Footscray</i>
DATE:	<i>June 2026</i>

ORGANISATIONAL RELATIONSHIPS

Reports to:	<i>Access and Inclusion Coordinator</i>
Supervises:	<i>Nil</i>
Internal Liaisons:	All Council employees.
External Liaisons:	People with disability, disability service organisations and relevant peak bodies.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

To support the development, implementation and evaluation of Council's Disability Action Plan (DAP), strengthening inclusive practices across the organisation and community. The role contributes to Council's commitment to building a socially connected, intergenerational and intercultural community by fostering partnerships, supporting advocacy, and delivering initiatives that enhance the participation, access and wellbeing of people with disability in the City of Maribyrnong.

Located within the Access and Inclusion Unit, the position contributes to the design and delivery of strategies that build wellbeing, social cohesion and social capital. Using a community development approach, the role promotes equitable access and inclusion by strengthening the capacity of individuals, groups and communities to actively participate, contribute and connect in ways that are fair, meaningful and inclusive.

DUTIES AND RESPONSIBILITIES

- Coordinate and support the development, implementation and continuous improvement of Council's Disability Action Plan (DAP), ensuring alignment with legislative requirements and organisational priorities.
- Provide specialist advice on disability access and inclusion to Council staff to support informed and inclusive decision-making.
- Support the integration of access and inclusion principles into Council policies, plans and service delivery through practical guidance and capacity-building.
- Monitor, evaluate and report on the delivery of the DAP, including tracking progress, analysing outcomes and identifying areas for improvement.
- Apply social justice principles and a community development approach to promote equitable access, participation and inclusion.
- Collaborate across Council to build effective relationships, shared understanding and commitment to access and inclusion objectives.
- Build the capability of Council staff by contributing to training, resources and tools that support inclusive practice.
- Prepare and contribute to high-quality reports, briefings and documentation for internal and external stakeholders.
- Engage with community networks, the Disability Advisory Committee and sector stakeholders to inform Council's disability inclusion initiatives.
- Undertake other duties as directed, consistent with the employee's skills, competence and training.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
- We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Provide advice and information to internal and external stakeholders within Council guidelines and delegated authority. Accountable for the accuracy and quality of the information and advice provided.
- Provide support and formal input into policy development within area of expertise as required.
- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and refer to manager for any decisions on matters that could impact Council's policy, projects and budget.

JUDGEMENT AND DECISION MAKING

- Exercise judgement and autonomy to make decisions based on previously acquired experience and knowledge as well as knowledge of department, organisational goals and objectives.
- The nature of the work is usually specialised with methods, procedures and processes developed through theory or precedent.
- Ability to improve or develop methods, procedures and processes relevant to the role as required and applying them to problem resolutions.
- Guidance and advice from supervisor and other Council employees would usually be available.
- Exercise discretion and confidentiality whilst performing assigned duties.

SPECIALIST SKILLS AND KNOWLEDGE

- Ability to use technology and systems relevant to the role.
- Proficiency in the application of theories, policies, procedures, processes and precedents relevant to the role.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Understanding of relevant State and Federal legislation, Acts and regulations relevant to the role.
- Basic knowledge and understanding of budgeting techniques.

MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team objectives within a set timeframe.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long term goals of the team and their alignment with Council's objectives.

INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve intra-organisational problems.
- Strong written and verbal communication skills and ability to effectively manage complex conversations.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualification in a relevant field such as disability, community development, social planning, public policy or a related discipline, with demonstrated relevant experience.

- Experience working within an access, diversity and inclusion context, including engagement with people with disability, disability organisations and/or the broader disability sector, or in a similar role responding to community needs and inclusion priorities.

KEY SELECTION CRITERIA

- Tertiary qualification in a relevant discipline such as disability, community development, social planning, public policy or a related field, with demonstrated relevant experience.
- Demonstrated knowledge and understanding of disability, including the social and systemic barriers experienced by people with disability, and how these impact participation in community life.
- Applied knowledge of the social model of disability and the ability to translate this into practical approaches to improve access and inclusion within organisational and community settings.
- Sound understanding of relevant legislative and policy frameworks, including the Disability Act (Vic), the National Disability Insurance Scheme (NDIS), and Disability Action Planning requirements.
- Well-developed communication skills, including the ability to engage effectively with diverse stakeholders and prepare clear, concise reports, briefings and presentations.
- Experience supporting project delivery and governance processes, including providing secretariat support to working groups, committees or advisory bodies.
- Current Police Check (or ability to obtain one).

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee:

Date:

Manager/
Coordinator:.....

Date: