

POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	INCLUSIVE COMMUNITY PROGRAMS PROJECT OFFICER
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 16, 2025
CLASSIFICATION:	MOA Level 6
DEPARTMENT / DIVISION:	COMMUNITY DEVELOPMENT/COMMUNITY DIVERSITY & INCLUSION
POLICE CLEARANCE:	REQUIRED
REPORTS TO:	TEAM LEADER – COMMUNITY DIVERSITY AND INCLUSION
DIRECT REPORTS:	NIL
POSITION NUMBER:	

POSITION OBJECTIVES:	- The position will develop and implement a practical audit and assessment framework to assess the current level of inclusion and accessibility across Council programs, services, facilities, communications and community-facing environments, with a particular focus on disability inclusion. The role will identify barriers to participation and access and work collaboratively with relevant teams to identify and implement practical improvements. - The role will build the capability of Council staff to apply inclusive and accessible practices and embed inclusion throughout the planning, design, delivery and promotion of Council programs, services and community initiatives. This may include supporting improvements to accessible communications, information and resources, physical environments, signage and wayfinding, sensory accessibility and other measures that support equitable participation. - Working collaboratively across Council and with people with disability, community stakeholders and relevant organisations, the position will identify opportunities for continuous improvement and support the development of programs, services and environments that are welcoming, accessible and responsive to the diverse needs of people with disability across the Salisbury community.
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful - Create a sense of belonging & pride in the Salisbury community - Respect individual differences - Speak up when you don't feel respected, or are not being treated respectfully

	• Look after the wellbeing of our community, ourselves and those around us Empowerment • Take initiative and act with confidence • Make informed decisions and own the outcome • Share ideas, feedback and solutions • Learn and grow while supporting others to do their best work Accountable • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	Lead the Inclusive Programs, Services and Accessibility Audit Framework • Research, develop and implement a practical inclusive programs, services and accessibility audit and assessment framework for Council-led community programs, services and relevant community-facing environments. • Coordinate and lead assessments of existing, new and proposed programs and services to evaluate accessibility, inclusion and participation outcomes, including consideration of physical access, information and communication, sensory accessibility and other barriers to participation. • Analyse audit findings to identify barriers, gaps and opportunities for improvement, and develop practical recommendations to strengthen inclusive practice and accessibility. Build Organisational Capability for Inclusive Programs and Services • Provide advice, guidance and practical support to staff to embed inclusive and accessible principles into the planning, design, delivery and evaluation of community programs and services. • Develop and deliver training, workshops, resources, guidelines and tools that build staff capability and support the consistent application of inclusive practices across Council. • Develop templates, communication resources and good practice guidance to improve the accessibility and consistency of Council programs, services and information, including consideration of accessible formats and communication approaches. Drive Continuous Improvement Through Engagement and Evidence • Work collaboratively with internal teams, people with disability, community members and relevant stakeholders to identify and address barriers to participation and access across Council programs, services and community-facing environments. • Support relevant teams to incorporate community feedback, participation data and audit outcomes into program and service planning and continuous improvement. • Identify opportunities to improve accessibility across areas such as communications and information, signage and wayfinding, sensory accessibility, accessible facilities and other customer and community-facing services and environments.

	• Maintain awareness of emerging trends, legislation, accessibility requirements and best practice approaches to inclusive community programming, services and environments. Project Management, Monitoring and Reporting • Monitor and evaluate the implementation of the audit framework and associated improvement actions, measuring outcomes and organisational impact. • Prepare reports, briefings, presentations and recommendations for management and Council as required. • Undertake project planning, coordination, documentation and evaluation to ensure deliverables are achieved within agreed timeframes and contribute to Council's strategic priorities for inclusion, accessibility and community participation.
WHS RESPONSIBILITIES:	• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	• To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	Qualifications, experience and inclusion knowledge • Relevant tertiary qualifications in community development, social planning, disability/inclusion, social policy, project management or a related discipline, and/or significant relevant experience in developing and delivering community programs or inclusion initiatives. • Demonstrated knowledge and understanding of relevant disability, accessibility, equal opportunity, discrimination and inclusion legislation, standards and principles. • Demonstrated experience working with people with disability and/or organisations representing people with disability, with an understanding of inclusive and accessible practice. Program and project development and delivery • Demonstrated ability to develop, implement and evaluate community programs, assessment, audit or review frameworks, tools and processes, and translate findings into practical improvements. • Demonstrated project management skills, including the ability to plan, coordinate and deliver projects involving multiple

	stakeholders, competing priorities and agreed outcomes within specified timeframes. Capability building, communication and engagement • Demonstrated experience in developing and delivering training, workshops, resources or other initiatives that build the capability of staff, community organisations and/or community members. • Highly developed written, verbal and interpersonal communication skills, with demonstrated ability to build effective relationships, engage respectfully with diverse stakeholders and incorporate community feedback into program design and improvement. • High level of interpersonal skills including a proven ability to establish credibility and gain the confidence of a wide range of people from diverse backgrounds Analysis, problem solving and organisational capability • Demonstrated ability to analyse information, identify barriers and opportunities, develop practical recommendations and support evidence-based decision making. • Demonstrated ability to work independently and collaboratively, manage competing priorities, exercise initiative and maintain accountability for delivering quality outcomes within agreed timeframes. • Demonstrated ability to maintain a high level of administrative and organisational capability.
DESIRABLE SELECTION CRITERIA:	• Experience working within local government or another public sector environment. • Experience developing accessibility or inclusion assessment tools, frameworks, guidelines or resources. • Understanding of universal design and its application to community programs, services, information and participation opportunities. • Experience using consultation, survey, evaluation or other data collection methods to inform program improvement. • Experience developing accessible communication and promotional materials. • Knowledge of the diverse communities and demographic characteristics of the Salisbury community. • Experience facilitating workshops, staff training or community information sessions. • Experience developing reports, recommendations and presentations for senior management and/or Council committees. • Demonstrated experience in developing, reviewing or improving community programs, services or initiatives to increase accessibility, inclusion and participation. • Audit and assessment capability
SPECIAL CONDITIONS:	• Some evening or out-of-hours work will be required • Attendance at some Council and community events will be required • The ability to work in different locations as required • Fulfil all requirements set out within the policy for Protecting Children and other Vulnerable People including (where applicable) reporting any signs of abuse or neglect to the Department for Families and Communities
EXTENT OF AUTHORITY:	• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
PRESCRIBED POSITION - SCREENING CLEARANCE	This position has been identified as a "Prescribed Position" under Council's Criminal and Relevant History Screening Procedures.

	Accordingly the applicant will need to provide a suitable screening certificate prior to appointment to the position and maintain such clearance during their employment in this role. Screening renewals for incumbents will be undertaken at intervals as required by legislation and paid for by Council.
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POSITION INCUMBENT NAME:	SIGNATURE:	DATE: