



POSITION DESCRIPTION

Title	Access and Inclusion Lead
Position Classification:	Local Government (State) Award: Band 3 Level 2
Salary Range:	Grade 22 to Grade 28
Status:	Full time
Position written on:	Position reviewed September 2026
Position written by:	Service Unit Manager, Community Resilience & Sustainability
Division:	Planning & Environment
Department:	Community Development
Section:	N/A
Reports to:	Service Unit Manager, Community Resilience & Sustainability
Special Conditions:	Occasional evening and weekend work required

1. PURPOSE OF THE POSITION

To provide strategic leadership, advocacy and specialist expertise to advance access, equity and inclusion across Council's operations, services, infrastructure, policies and decision-making.

Lead the implementation, monitoring and evaluation of Council's Disability Inclusion Action Plan and related strategies that support equitable access, participation and wellbeing for people with disability, older people and other community members experiencing barriers to participation.

Foster organisational capability, community awareness and collaborative partnerships that contribute to an inclusive, accessible and connected North Sydney community.

2. OPERATIONAL RESPONSIBILITIES

2.1 Disability Inclusion and Access

Key Tasks

- Provide specialist advice on accessibility, universal design and inclusive practice across Council projects, services and infrastructure.
- Lead organisational implementation and review of the Disability Inclusion Action Plan (DIAP).
- Facilitate and administer Council's Access and Inclusion Committee
- Provide expert advice and recommendations to improve the accessibility and inclusiveness of Council facilities, services, communications, programs and infrastructure, while supporting staff capability in accessibility, inclusion and universal design principles.
- Lead consultation and engagement with people with disability, advocacy organisations, service providers and government agencies to inform Council planning, decision-making and service improvement.
- Support community initiatives that encourage and promote best practice in access and inclusion
- Monitor emerging legislation, policy and best practice relating to disability inclusion and accessibility.
- Manage budgets associated with the implementation of the Disability Inclusion Action Plan and supporting access and inclusion initiatives

2.2 Older People and Age Friendly Communities

Key Tasks

- Lead and support initiatives, partnerships and stakeholder engagement activities that promote active ageing, social connection, participation and wellbeing for older people in alignment with Council's age-friendly priorities.

- Provide support and strategic planning advice to Council's community centres to heighten participation of older people, the vulnerable and those with disabilities in their programs and service delivery.
- Provide information, advice, referral and advocacy for older people, particularly for those identified as being at risk of social isolation.

2.3 Homelessness

Key Tasks

- Support the implementation of Council's strategic approach to homelessness through stakeholder engagement, advocacy and collaboration with service providers and government agencies.
- Analyse and report on homelessness trends, service gaps, system needs and emerging issues to inform Council advocacy, planning and responses.
- Provide information, and co-ordinate outreach referral to people experiencing or at risk of becoming homeless.
- Actively contribute to the Northern Sydney Assertive Outreach Case Coordination Group, including collation and management of confidential data

2.4 Monitoring, Evaluation and Reporting

- Develop performance measures and evaluation frameworks for access and inclusion initiatives.
- Collect, analyse and report data to support evidence-based planning and continuous improvement and statutory reporting requirements
- Monitor and report on the implementation and outcomes of Council's Disability Inclusion Action Plan and related strategies.

2.5 Other

Key Tasks

- Undertake advocacy, stakeholder engagement and cross-sector partnerships that advance access, inclusion, social equity and community wellbeing outcomes.
- Identify and manage external funding opportunities that support Council's strategic community development, access and inclusion objectives
- Provide timely information, quality reports, briefing papers and recommendations for Executive Leadership Team, Council and relevant committees.
- Undertake other tasks as directed by management in accordance with the employee's range of skills, competence, training and/or experience or be part of a training/development plan.

2. KEY CORPORATE RESPONSIBILITIES

3.1 Council's Vision and Core Values

Uphold and promote Council's Vision for making North Sydney a more satisfying place for people. Behave in a manner consistent with Council's Core Values:

- Provision of services to the community through co-operation and understanding.
- Responsive government based on open government and community participation.
- Honesty and integrity in all we do.
- Fairness and equity.
- Innovation and excellence.
- Responsive and responsible regulation.

3.2 Best Value and Continuous Improvement

Provide best value to the community by applying a continuous improvement philosophy. Identify ineffective and/or inefficient processes and recommend improvements. Capitalise on changes so as to increase effectiveness and efficiency. Undertake to learn from the workplace experience. Participate in learning and development activities as/when appropriate and then apply the learned skills/knowledge on the job. Identify and report to management any obligations, risks and opportunities facing Council.

3.3 Council's Policies and Procedures

Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed.

3.4 Customer Service

Promote a professional and positive image of Council in accordance with Council's Customer Service Policy. Take a pro-active approach to providing excellent customer service – to both internal and external customers.

3.5 Organisational Sustainability

Consider sustainability - economic, environmental, social and governance factors - in all activities and decision making in accordance with Council's Organisational Sustainability Policy and procedures.

3.6 Community Engagement

Comply with legislative requirements and Council's Community Engagement Policy and related procedures regarding the identification and implementation of consultation opportunities to ensure that stakeholders are consulted on matters of relevance to them. Ensure Council's Core Value of open government and community participation is upheld.

3.7 Record Keeping

Undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions.

3.8 Equal Employment Opportunity

Comply with the requirements of the Anti-Discrimination legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

3.9 Ethical Conduct

Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

2.2 Work Health & Safety

Observe safe work practices and operating procedures and comply with the requirements of the WH&S legislation and Council's Policies and Procedures relating to Work Health & Safety.

Take appropriate action to ensure a safe and healthy working environment for self and others. In particular:

- participate in the identification and control of WH&S risks in the workplace;
- support work colleagues when they return to work following injury/illness and co-operate with management in relation to changes which may need to be made in accordance with the Return-to-Work/Injury Management Plan;
- if injured, co-operate with management in developing/implementing the Return-to-Work/Injury Management Plans.

3.10 Statutory Obligations

Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

3.11 Team Work

Support and promote teamwork through:

- co-operation;
- communication;
- sharing of relevant information;
- provision of responsive and accurate advice;
- maintenance of effective liaison with other employees within own team and across Council as/when appropriate.

3.12 Child Safe

Council fully supports the aims and objectives of Children's Guardian Act 2019 and associated provisions and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

3. CONTACTS ARISING FROM THE POSITION

Reports to: Service Unit Manager, Community Resilience & Sustainability

Supervises: Directly: Nil

4. SELECTION CRITERIA

Essential

- Degree qualifications in Social Sciences, Community Development, Social Work, Human Services, Disability Studies or related discipline, or equivalent experience.
- Demonstrated experience in disability inclusion, community development, social planning or related fields, including the development and implementation of strategic initiatives, policies, action plans or programs.
- Highly developed communication, consultation, facilitation and stakeholder engagement skills including report writing, presentations and the ability to influence and negotiate positive outcomes.
- Demonstrated ability to establish and maintain productive partnerships, networks and collaborative relationships with government, community, industry and stakeholder groups.
- Demonstrated experience managing projects, budgets, grants and competing priorities to achieve strategic outcomes.
- Demonstrated ability to analyse complex issues and provide evidenced-base strategic advice, recommendations and reports.
- Demonstrated knowledge and application of contemporary accessibility, universal design, inclusion and social equity principles.
- Demonstrated ability to work collaboratively across multidisciplinary teams and influence organisational practice.

Desirable

- Experience working in local government
- Knowledge of Disability Inclusion Act 2014, Disability Discrimination Act 1992, relevant accessibility standards and contemporary inclusion practices.
- Experience supporting age-friendly initiatives, homelessness responses or broader social planning and community development programs.
- Current Class C Driver licence

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed).....

Employee's SignatureDate.....