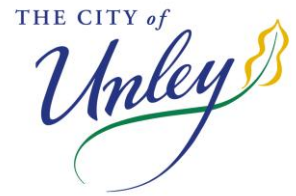


POSITION DESCRIPTION

CORPORATION OF THE CITY OF UNLEY



1. JOB IDENTIFICATION:

Title of Position: COMMUNITY INCLUSION OFFICER

Business Unit: COMMUNITY CONNECTIONS

Reports to: TEAM LEADER COMMUNITY & CULTURAL
DEVELOPMENT

Classification: MOA 5

2. POSITION OBJECTIVES:

The Community Inclusion Officer is a specialist role responsible for the design, development and delivery of inclusive community outcomes, with an emphasis on ageing well and disability inclusion.

Working within a community development framework, the role leads strategic and operational initiatives that:

- Strengthen social inclusion, participation and access, particularly for older people and people living with disability.
- Build the capacity of individuals, communities and organisations to support inclusive practices.
- Inform and influence Council policy, planning and service design through evidence-based insights.
- Foster collaborative partnerships that address systemic barriers and emerging community needs.
- Enhance community connection, wellbeing and independence, supporting people to age well in place.

The position is responsible for planning, implementing and evaluating programs, strategies and action plans, and for providing specialist advice across Council to embed inclusive practice.

3. KEY RESPONSIBILITIES:

Strategic Planning and Policy Development

- Lead the development, implementation and review of strategies (including the Disability Access and Inclusion Plan), action plans and policies relating to social inclusion, ageing and disability.
- Provide specialist advice to Council to inform decision-making, service design and strategic planning.
- Undertake research, demographic analysis and needs assessment to identify trends, gaps and opportunities.
- Translate policy, legislative and sector developments (e.g. ageing, disability, carers) into practical Council responses.
- Contribute to whole-of-Council initiatives to embed inclusive and accessible practices.



Better Together



Be Progressive



Strive for Excellence

Program Design and Delivery

- Design, lead and evaluate community programs and initiatives that respond to identified needs, particularly in ageing and disability inclusion.
- Ensure programs are evidence-based, outcomes-focused and aligned with Council priorities.
- Monitor and evaluate program effectiveness, using data and community feedback to inform continuous improvement.
- Identify and secure external funding opportunities, including preparation of grant submissions and project proposals.
- Manage program delivery within allocated budgets, timelines and resources.

Partnerships and Sector Engagement

- Develop and sustain strategic partnerships with community organisations, service providers, peak bodies and government agencies.
- Act as a key liaison and advocate for inclusive community outcomes, particularly in ageing and disability sectors.
- Represent Council in regional networks, forums and working groups.
- Facilitate collaborative approaches to address social issues and service gaps.

Community Engagement and Capacity Building

- Lead inclusive engagement processes to ensure diverse community voices inform Council planning and decision-making.
- Design and facilitate community consultation, co-design activities and advisory groups.
- Build the capacity of community members, organisations and internal stakeholders to support inclusive and accessible participation.
- Promote awareness of ageing well, accessibility and inclusion principles across the community.

Internal Advisory and Organisational Contribution

- Provide expert advice and guidance to staff across Council on inclusion, accessibility, ageing and disability.
- Support the integration of inclusive practices into Council programs, services and infrastructure planning.
- Contribute to organisational projects and priorities, demonstrating cross-functional collaboration.
- Prepare high-quality reports, briefings and recommendations for senior management and Council.

Staff must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.

Work Health and Safety (WHS) Responsibilities:

- Actively support and contribute to the City of Unley's proactive safety culture by always demonstrating safe behaviours and respectful conduct.
- Identify and promptly report hazards, unsafe conditions, near misses, injuries, incidents, aggression, or property damage to their Program Coordinator.
- Take reasonable care for their own health and safety and ensure their actions do not adversely affect the health, safety, or wellbeing of others.
- Follow all requirements outlined in the City of Unley's WHS Management System, including relevant safe work procedures and emergency protocols.
- Attend required WHS inductions, training, and briefings, and follow all instructions, guidance, and safety advice provided.
- Use plant, equipment, and personal protective equipment correctly and only for its intended purpose and report any defects or damage.
- Immediately cease work and notify their leader if they believe a task presents an uncontrolled or serious risk.
- Raise concerns respectfully where tasks, workload, behaviours, or interactions may present physical or psychosocial risk.
- Support a respectful and inclusive environment free from bullying, harassment, discrimination, or inappropriate behaviour.
- Participate in safety discussions, reviews, or improvement activities where reasonably requested.
- Comply with emergency management procedures, including evacuation and incident response instructions.

SAFE ENVIRONMENT:

- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.

Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.

EQUAL OPPORTUNITY EMPLOYMENT:

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

Actively support and contribute to the City of Unley's organisational values.

OUR VALUES





Better Together

Looks like ...

- Everyone matters
- Embrace diversity and difference
- Work as a team
- Collaborate with others
- Show care and support
- Share information and share the load
- Celebrate the wins, and the effort to get there



Be Progressive

Looks like ...

- Adapt, experiment and try new ways
- Be agile, open and take the right risks
- Seek new information & perspectives
- Learn and grow
- Embrace challenge and take action
- Shape the future



Strive for Excellence

Looks like ...

- Deliver our best work
- Set the benchmark high
- Be the best at getting better
- Reflect, evaluate and measure
- Achieve outstanding results
- Have pride in working for local government

4. PERFORMANCE AND SKILL REQUIREMENTS:

a) Qualifications / Experience

- Tertiary qualification in community development, social planning, social work, public health, or related field, and/or significant relevant experience.
- Demonstrated experience in developing and delivering community programs, strategies or policies.
- Proven experience working with older people and/or people living with disability, including understanding of sector frameworks and service systems.
- Experience in leading complex projects and engaging diverse stakeholders.
- Experience in research, analysis and evidence-based planning.

b) Knowledge

- Developed knowledge of community development, social inclusion and engagement practices.
- Understanding of ageing, disability and accessibility frameworks, including relevant legislation, policy and reform directions.
- Knowledge of local government roles and community service systems.
- Understanding of barriers to participation and strategies to address inequity and disadvantage.

c) Skills

- High-level analytical and problem-solving skills, including the ability to address complex community issues.
- Developed stakeholder engagement and partnership development capabilities.
- Ability to design, implement and evaluate programs and strategies.
- Excellent written and verbal communication skills, including report writing and advocacy.
- Demonstrated ability to work autonomously, exercise professional judgement and manage competing priorities.
- Strong project management and organisational skills.

d) Personal Attributes

- Demonstrates initiative, adaptability and sound professional judgement.
- Ability to work under general direction while maintaining accountability for outcomes.
- Commitment to inclusion, equity and community wellbeing.
- Flexible and responsive to community and organisational needs.

By signing this position description, the employee and the employee's manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent:

Date:

Manager:

Date: