



POSITION DESCRIPTION

POSITION TITLE:	Access and Inclusion Planning & Resource Officer				
POSITION NO:	704507	CLASSIFICATION:	Band 6		
DIVISION:	Community Development				
BRANCH:	Aged and Disability Services				
UNIT:	Services and Planning				
REPORTS TO:	Coordinator, Services and Planning				
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

This position is required to provide evidence of COVID-19 double dose vaccination. We will work with individuals to assess their ability to meet this requirement on a case by case basis.

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

- To coordinate, resource and build the capacity of Council's Disability Advisory Committee in its role as an advisory Committee to Council and a lead advocate of people with disabilities and their carers.
- Contribute to the development and implementation of key Council policies and strategic plans that improve access and inclusion for the Yarra community and foster an organisational culture that encourages cross-divisional activity.
- To contribute to and support an organisational culture that encourages cross-branch and cross divisional engagement, with a particular focus on:

- Reducing barriers for persons with disabilities accessing information, goods, services and facilities provided by Council;
- Reducing barriers to persons with disabilities obtaining or maintaining employment within Council;
- Advocate and promote disability rights to ensure that issues of access and inclusion for people with disability and their carers are identified and responded to by Council in its strategies and operations.
- Achieving tangible changes in attitudes and practices that discriminate against persons with disabilities. (Legal requirements as per Section 38, Victorian Disability Act 2006)

ORGANISATIONAL CONTEXT

The City of Yarra has a proud history in service provision, advocacy, social planning and community development. Yarra is an incredibly rich and diverse municipality both in terms of its population and dense network of community-based agencies.

The Aged & Disability Services Branch forms part of the Community Wellbeing Division. This position is located in the Community Planning Team within the Aged & Disability Services Branch and works collaboratively with the Community Access and Inclusion Officer.

The position reports directly to the Coordinator Community Planning.

The position will primarily resource, support and build the capacity of Council's Disability Advisory Committee, and will also participate in strategic planning underpinned by cross-branch and cross-divisional collaboration in order to improve Council's understanding of and response to disability access and inclusion issues.

ORGANISATIONAL RELATIONSHIPS

Position Reports To: Coordinator Community Planning

Position Supervises: Nil

Internal Relationships: Member of the Community Planning Team
All staff at all levels of the organisation.

External Relationships: Members of Council's Disability Advisory Committee. The incumbent will maintain a professional relationship with a range of Federal, State, Regional and Local Government agencies; public and private sector agencies, peak bodies, and advocacy organisations

KEY RESPONSIBILITY AREAS AND DUTIES

Resource and Support

- Resource Council's Disability Advisory Committee (DAC), including managing agenda and minutes preparation and distribution, and providing timely advice and support to members.
- Provide support to DAC members in their participation in the DAC and other Council forums.

- Provide support to guests presenting and/or consulting at DAC meetings as required
- To monitor the implementation of the action plans and reporting through CAMMS
- To work closely with the Community Access & Inclusion Officer to link Council and the wider community on access issues

Planning

- Work collaboratively with the Community Access & Inclusion Officer on the development of the Access & Inclusion Strategy and associated Action Plans
- Support the Coordinator through analysis and research in developing strategic responses to new and emerging issues.
- Contribute to the collection and analysis of disability related demographic, health status and service utilisation data to inform planning.
- Contribute to the development and implementation of Council's Access and Inclusion Policy and Strategy Plan.
- Establish an annual DACwplan in conjunction with the DAC, the Coordinator and directions established within the Council Plan and Access and Inclusion Strategy (including linking in to Council key consultations such as development of the Open Space Strategy)
- Maintain a watching brief of the external environment with the aim of identifying developments and reporting on emerging issues within the disability field that may impact on the Yarra community.
- Contribute to the development of the Council Plan and take responsibility for the implementation of designated strategies and actions.

Advocacy and Inclusion

- Represent Council and the DAC at state, regional and local forums / networks where appropriate.
- Influence and challenge internal (Council) policy and planning processes to ensure that disability access issues are seen as part of the mainstream discussion and policy considerations.
- Increase awareness of and implement appropriate and accessible consultation and communication methods.
- Liaise with, and form productive working relationships with all Branches across Council to build their capacity and understanding of disability access issues.

General

- Contribute to the development and implementation of Council's capital works program - disability projects where relevant
- Explore opportunities to increase and access additional funding and resources, including preparing submissions and responses on behalf of Council and DAC.
- Provide and present quality advice and written reports to Council, DAC and senior management on specific issues, policies and strategies.
- Liaise with project consultants undertaking specific disability projects as determined from time to time.

Multi-skilling

- Carry out such other duties as are within the limits of his / her skills, competence and training provided such duties do not promote a narrowing of his / her skill base.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Accountability

The Access & Inclusion Project & Resource Officer is directly accountable to the Coordinator Community Planning for:-

- Efficient and effective resourcing and support of DAC, internal forums and representation of Council.
- Input into the development of quality strategic and policy advice.
- Maintaining, developing and enhancing internal and external relationships.
- Monitoring relevant plans and strategies, and in some cases responsible for implementation of specific strategies.
- Providing support, advice and information to other staff across the organisation.
- Supporting a leadership and advocacy role across Council and within the community.
- Contributing to the development and implementation of plans and strategies.

Extent of Authority

The incumbent has the authority and freedom to act in all day-to-day matters within the established policy, operational and budgetary guidelines, including officer expenditure limits and within the parameters of professional standards. The freedom to act is governed by clear objectives and as prescribed by the Coordinator.

Safety and Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
 - Accountability
 - Respect
 - Courage

JUDGEMENT AND DECISION MAKING

- The incumbent is required to exercise independent judgement and adaptability in evaluating, reviewing and deciding on appropriate methods, procedures and practices for achieving objectives.
- Guidance and advice is usually available;
- Decisions may involve improving and or developing methods or techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations, problems or issues. This includes judgement, evidence, originality and creativity are required in supporting decision making which may be complex and sensitive in nature;
- The position requires decision making based on an understanding and knowledge of the principles and practice of community development, the strengths and characteristics of the Yarra community, the aims and objectives of the Council Plan and Access and Inclusion Policy and Strategy and the leadership and planning role of Council.

SPECIALIST KNOWLEDGE AND SKILLS

- A philosophy that demonstrates a commitment to the rights of people with a disability;
- Excellent community development skills and the ability to foster inclusiveness and negotiate across broad communities of interest;
- Capacity to understand legislative frameworks and policy development relating to access and inclusion at a local, regional, State and Federal levels;
- Demonstrated ability to provide input into policy development, policy analysis and advocacy skills;
- Understanding of the service system and provision of resources for disability services.
- Commitment to ongoing training and development;
- Excellent computer literacy skills (proficiency in the use of the Microsoft Office suite).

MANAGEMENT SKILLS

- Sound community development and strategic planning skills;
- Ability to motivate and gain the cooperation and support of community stakeholders and Council staff;
- Ability to plan, prioritise and organise work, on an individual basis, to achieve specific and set objectives in the most efficient way possible within a set timeline and in an environment of change and conflicting priorities;

- Ability to solve problems through discussion, negotiation and teamwork and with an emphasis on creativity to resolve conflict;
- Sound team work skills;
- Ability to manage change in an environment of resource constraint.

INTERPERSONAL SKILLS

- Ability to influence others to further Council and community goals and deal pleasantly, clearly and tactfully with diverse members of the public and resolve issues with counterparts in other organisations;
- Ability to work cooperatively within a range of structures;
- Ability to relate to people living with a disability in a manner sensitive to and respectful of their individual needs;
- Excellent oral and written communication skills and ability to present clear and concise reports.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and within the organisation to resolve intra- organisational problems.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and within the organisation to resolve intra- organisational problems.

QUALIFICATIONS AND EXPERIENCE

- Degree or diploma in related field and/or substantial experience in social sciences and health including Community Development, Social Work, Welfare Studies, Disability Studies, and Recreation.

KEY SELECTION CRITERIA

-
- Sound knowledge and experience of the disability field and in particular, awareness of key policy and strategic issues and how they may relate to local government.
- Excellent relationship building, networking and advocacy skills, and the ability to foster inclusiveness and negotiate across broad communities of interest.
- Demonstrated skills in policy analysis, development and implementation.
- Excellent oral and written communication skills and ability to present clear and concise reports.
- Excellent time-management and priority setting skills with the ability to manage conflicting priorities.