

# Position Description

## Inclusion and Wellbeing Officer

<b>Your role:</b>	Inclusion and Wellbeing Officer
<b>You will report to:</b>	Manager, Community Wellbeing
<b>Your Directorate:</b>	Community & Development
<b>Your Salary Level:</b>	General Officer Level 6 Step 1 (\$112,207.69)
<b>Special Conditions:</b>	<p>Some out of hours work and working at different locations may be required.</p> <p>A satisfactory Medical Clearance for this role is required</p> <p>Police Clearance, Working with Vulnerable Person-Related Employment Check and Working with Children Check required</p> <p>A current unincumbered drivers' licence is required</p>

### Position Overview

The Inclusion and Wellbeing Officer plays a key role in advancing a more inclusive, accessible, and equitable community. This position is responsible for developing, implementing, and monitoring the Council's Disability Access and Inclusion Plan (DAIP) and Regional Public Health Plan (RPHP). This role also leads the Council's response to emerging and ongoing social challenges, including domestic and family violence. Working collaboratively with both internal and external stakeholders, the Inclusion and Wellbeing Officer provides expert social planning advice and supports the development of inclusive policies and practices across the organisation.

### About the Team

You will be part of a Directorate dedicated to shaping a vibrant and thriving community through visionary leadership, active collaboration, continuous improvement and a commitment to excellence in service delivery. You will be part of a team that fosters strong community connections and strives to deliver outstanding outcomes in community and development services. Guided by the principles of the Customer Service Framework, Council employees are passionate about providing exceptional service that places our community at the heart of everything we do.

# Our Organisation

Adelaide Hills Council is a dynamic and community-focused organisation, committed to enhancing the quality of life for our residents. Nestled in a picturesque region, we take pride in delivering innovative services and fostering strong connections within our community. As part of our team, you'll be contributing to meaningful projects that make the Adelaide Hills a great place to live, work, and visit.

## Our values

<b>Grounded in Trust</b>	Build strong foundations through respect, safety, integrity and transparency
<b>Cultivating Connections</b>	Engage with each other and our community to create a thriving, collaborative environment
<b>Nurturing Excellence</b>	Deliver with pride to achieve the best outcomes and celebrate our success
<b>Sowing Seeds for Tomorrow</b>	Foster growth and innovation for a sustainable future

## Your Stakeholders

<b>Internal</b>	Manager Community Wellbeing Community Wellbeing Team Director, Community & Development Elected Members, Directors, Managers, and other employees across the organisation
<b>External</b>	Community individuals and groups, regulatory bodies and Government departments, including Local Government bodies, suppliers, consultants and contractors

## Work Health & Safety

As part of your responsibilities, you will actively support a safe and healthy workplace by following Council's Work Health and Safety (WHS) policies and procedures. This includes taking reasonable care for your own safety and that of others, using provided protective equipment, following instructions, and reporting hazards, injuries, or incidents promptly. Your proactive participation in safety initiatives and adherence to the WHS Act 2012 (SA) ensures a safe working environment for all.

## Policy and Procedure

Adhere to council policies, procedures, guidelines and standards, in particular, but not limited to, our Organisational Values and Code of Conduct for Employees.



## Position Responsibilities

- Proactively develop, implement and monitor the Council's Disability Access and Inclusion Plan (DAIP), ensuring alignment with legislative requirements and industry best practice.
- Lead the development, monitoring, and delivery of the Regional Public Health Plan in collaboration with relevant external and internal stakeholders.
- Deliver on Council's commitment to help prevent violence against women and their children in the Adelaide Hills through targeted programs and partnerships.
- Coordinate and guide the Council's strategic and operational response to key social issues such as homelessness, poverty, gender equity and community wellbeing.
- Provide expert advice and input on social planning matters across Council departments to support inclusive policy development and effective service planning.
- Establish and maintain strong partnerships with community organisations, government agencies, and advocacy groups to support positive inclusion and wellbeing outcomes.
- Prepare high-quality reports, submissions, and policy documents to inform decision making and strategic direction.
- Effectively manage a small budget and ensure responsible expenditure aligned with strategic priorities.
- Represent Council at relevant forums, working groups, and community meetings to advocate for social inclusion and wellbeing priorities.
- Support other community development projects and initiatives as required.

## Position Criteria

Technical Knowledge & Experience	<ul style="list-style-type: none"> <li>• Demonstrated experience in developing and implementing strategic community plans, particularly in areas of disability access, public health, or social policy.</li> <li>• Comprehensive knowledge of relevant legislation, frameworks, and trends impacting disability, inclusion, social justice, and wellbeing.</li> <li>• Experience in engaging with diverse communities and applying inclusive consultation methods.</li> </ul>	Essential
Collaboration and Communication	<ul style="list-style-type: none"> <li>• Highly developed interpersonal and communication skills, with the ability to engage effectively with diverse stakeholders.</li> <li>• Proven ability to influence and build partnerships across sectors and levels of government.</li> <li>• Strong written communication skills, including report writing and policy development.</li> </ul>	Essential
Qualifications	<ul style="list-style-type: none"> <li>• Tertiary qualifications in Social Sciences, Community Development, Public Health, Social Planning, or a related discipline.</li> </ul>	Desirable
Customer Service	<ul style="list-style-type: none"> <li>• Demonstrated commitment to providing responsive and respectful service to internal and external stakeholders, particularly vulnerable or marginalised groups.</li> </ul>	Essential
Government Experience	<ul style="list-style-type: none"> <li>• Previous experience working within a local or state government environment.</li> </ul>	Desirable
Corporate Experience	<ul style="list-style-type: none"> <li>• Ability to navigate and support corporate reporting, policy development, and cross-departmental collaboration.</li> </ul>	Essential
Finance Delegations	<ul style="list-style-type: none"> <li>• Yes</li> </ul>	
People Leadership	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	

## Job Requirements Guide

### Frequency guide

1. Constant (ongoing, occurs daily)
3. Occasional (occurs 2-4 times per week)

2. Frequent (occurs 1-2 times daily)
- 4 Infrequent (occurs once per week or less)

Physical	Essential task Y/N	Frequency				Comment
		Constant	Frequent	Occasional	Infrequent	
Standing	Y	X				
Walking	Y	X				
Sitting	Y	X				
Bending /twisting the back	Y		X			
Bending /twisting the neck	Y	X				
Kneeling/squatting/ crouching	Y				X	
Climbing e.g. stairs/steps/ladders	Y	X				
Reaching forward /sideways >30 cm	Y	X				
Working with hands above shoulder height	N				X	
Lifting/carrying e.g. boxes of folders, reams of paper 5-10kg	Y			X		
Pushing/pulling/dragging	Y				X	
Gripping/grabbing	Y			X		
Fine hand coordination	Y				X	
Holding/supporting any object or person	N				X	

Environmental						
Work in an indoor/outdoor environment	N					
Work at heights	N					
Work in confined spaces	N					
Operation of equipment/ machinery, or work performed in close proximity to moving parts/objects e.g. computer, photocopiers, paper shredder, security swipe pass, printing press machines, kitchen equipment, urn, cutlery	Y	X				
Exposure to noise	N					
Contact with chemicals/ cleaning products e.g. printer toners, car washing cleaners, kitchen cleaning chemicals	N					
Exposure to fumes/dust	N					
Managing security/private information	Y	X				

Interpersonal						
Interaction with customers/members of the public e.g. face-to-face, answering phones	Y	X				
Dealing with highly emotional/ conflict situations	Y		X			
Dealing with difficult/complex negotiation of a personal nature	Y		X			
Working in a team requiring maintenance of relationships/ communication with others	Y	X				
Working in isolation or with limited interpersonal interactions/ supervision	Y	X				
Working in a busy environment where time pressures and / or fast work pace maybe required with frequent interruptions	Y	X				

Appearance and grooming, dress standards e.g. office attire, smart casual, uniform, covered shoes, personal protective equipment (PPE)	Y	X				
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