

Position Title	Community Development Officer - Disability
Department	Community Services
Unit	Community & Cultural Services
Team	Community Planning and Development - Diversity & Inclusion
Supervises	Nil
Reports To	Team Leader Diversity & Inclusion
Grade	G
Date Prepared	19/07/2021
Date Last Updated	26/08/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

To lead inclusive community development initiatives that promote accessibility, participation and mental wellbeing across the Canterbury-Bankstown Local Government Area (LGA), with a focus on people with disability and those experiencing mental health challenges as well as other relevant communities. This role involves identifying community needs through consultation and social planning and translating those insights into meaningful programs, events and partnerships that foster awareness, reduce stigma and improve access.

The Community Development Officer will plan, deliver and evaluate targeted community programs and events that address barriers to inclusion, support service providers to enhance their practices and create inclusive opportunities that support the self-determination and active participation of people with disability in community life. By fostering strong networks among stakeholders, the role strengthens collaboration and builds community capacity.





This position also plays a key role in implementing Council's Disability Inclusion Action Plan and increasing public understanding of inclusion, mental health and relevant support systems such as the NDIS, Carer Gateway, Head to Health and other local and national initiatives. Through this work, the officer contributes to a more connected, informed and accessible community for all.

Accountabilities

- Events/Programs – Participate in the planning and implementation of a range of community development events and programs that benefit people with disability, carers and people with mental health challenges
- Policy – Develop, implement, report and review Council's Disability Inclusion Action Plan (DIAP) and convene the internal CBCity DIAP Project Control Group
- Social Planning – Facilitate social planning sessions to identify local needs for people with disability and mental health challenges
- Networks and Committees – Convene relevant sector network meetings such as Council's Universal Access Working Group and attend other relevant networks as required and participate in relevant working groups
- Grants Support – Assess disability-related applications in Council's Community Grants Program
- Team Work – Participate as a member of Council's Community Planning & Development Team; and
- Key Relationships - Local disability and mental health service providers and community organisations
- Key Challenges - Community partnerships, communications & time management skills are important to be able to competently complete this role and meet various deadlines
- Other tasks and duties as required

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Senior Technical/ Professional Specialist		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for • Translates negative feedback into an opportunity to improve
Relationships		
Customer and Community Focus	Adept	<ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer- focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results		
Plan and Prioritise	Advanced	<ul style="list-style-type: none"> • Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed and strategies are in place to respond to variance

		<ul style="list-style-type: none"> • Implements systems for monitoring and evaluating effective program and project management
Resources		
Finance	Adept	<ul style="list-style-type: none"> • Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in an appropriate field, preferably in the social sciences, health or humanities.

Essential Experience

- Demonstrated knowledge of community development processes;
- Experience conducting community consultations;
- Ability to recognise and critically assess social issues, investigate alternatives and to derive recommendations;
- Strong communication skills, both written and verbal;
- Knowledge of a range of service and funding programs and experience in preparing funding submissions;
- Experience in working with community groups and providing support and advice to service providers and residents preferably in relation to people with disability and their carers;
- Demonstrated skills and experience in researching, developing, implementing, managing and evaluating community programs with a range of partners;
- Ability to produce work of a high quality within established time frames with minimal supervision;
- Ability to show independence and initiative in tasks and to work effectively in multi-disciplinary teams;
- Specialist knowledge of government legislation and funding programs relating to people with disability and their carers, including Anti-discrimination, National Access Standards and NDIS;
- Skills in the use of a range of computer applications including Word, Excel, Internet and email; and
- Effective complaints handling skills and experience.

Desirable Qualifications and or Experience

- Current Class C Drivers Licence
- Experience in and knowledge of Local Government processes
- Knowledge and experience in Community/Social Planning
- Lived experience and/or experience working with people with disability

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>