

6 May 2026

Candidate briefing

**DEPARTMENT OF FAMILIES,
FAIRNESS AND HOUSING**

Victorian Disability Worker
Commissioner



ROLE

Title	Victorian Disability Worker Commissioner (VDWC)
Reports to	Minister for Disability
Location	Melbourne CBD (hybrid)

OVERVIEW

The Victorian Disability Worker Commissioner (VDWC) is a statutory leadership position responsible for regulating the conduct of unregistered disability workers. Reporting to the Minister for Disability, the Commissioner is the head of the Victorian Disability Worker Commission. The role works in close partnership with the Disability Worker Registration Board to administer the state's regulation scheme.

Core accountabilities include receiving and investigating complaints, issuing prohibition orders, and informing the public about regulatory processes. The Commissioner leads the Commission in accordance with public sector requirements, applying a risk-based and proportionate approach to regulation. This position monitors and provides advice to the Minister on complaint trends and systemic matters.

The Commissioner is responsible for maintaining the Commission's culture, reputation, operating procedures and key stakeholder relationships. The role engages with people with disability, their families and service providers to ensure the Commission remains responsive. Success requires extensive regulatory experience combined with a deep understanding of the disability sector.

With the recent appointment of former Commissioner Dan Stubbs as the Victorian Public Advocate, a new ongoing Commissioner is sought to lead the organisation. An Acting Commissioner is in place until the new appointee commences in the role.

BACKGROUND

The Victorian Disability Worker Regulation Scheme (the Scheme) was established by the *Disability Service Safeguards Act 2018* (the Act) for the regulation of registered and unregistered disability workers in Victoria.

The Scheme is jointly administered by the Disability Worker Registration Board of Victoria (Board) and the Victorian Disability Worker Commissioner (Commissioner). These bodies are supported by the Victorian Disability Worker Commission (the Commission).

- **Victorian Disability Worker Commissioner** - is the head of the Commission and responsible for regulating the conduct of unregistered disability workers
- **Victorian Disability Worker Commission**- receives and investigates complaints about the conduct of disability workers, supports the Board and Commissioner and maintains both a register of disability workers and a register of prohibited disability workers
- **Disability Worker Registration Board of Victoria** – is responsible for setting registration standards, accrediting training programs, registering disability workers who meet those standards, and responding to complaints and notifications about registered disability workers

All Victorian disability workers are within scope of the Scheme, regardless of where the funding comes from for the services they deliver. Under the Scheme, disability workers may be prohibited from providing disability services if they present a serious risk to the life, health, safety or welfare of a person or the public.

VICTORIAN DISABILITY WORKER COMMISSIONER

The Victorian Disability Worker Commissioner is appointed by the Governor in Council, on the recommendation of the Minister for Disability, for a term not exceeding 5 years.

The Commissioner has the following functions:

- all the duties, functions and powers of the Commission under the Act
- to issue prohibition orders, interim prohibition orders and public statements in relation to unregistered disability workers
- any other duties, functions and powers conferred on the Victorian Disability Commissioner under any other Act.

LEGAL FORM

The Commission’s role, obligations and powers come from the Act and other legislation including the *Public Administration Act 2004* and *Financial Management Act 1994*. The below provides an overview of the Commission, Commissioner and Board’s legal form.

The Commission is:	The Commissioner is:	The Board is:
<ul style="list-style-type: none"> ▪ a statutory authority established as a body corporate ▪ a public entity as defined under the <i>Public Administration Act 2004</i> ▪ led by the Commissioner ▪ a public body for the purposes of the <i>Financial Management Act 1994, s 3</i>. 	<ul style="list-style-type: none"> ▪ a special body as defined under the <i>Public Administration Act 2004</i> ▪ appointed by the Governor in Council, on the recommendation of the responsible Minister. The responsible Minister must consult with the Board. 	<ul style="list-style-type: none"> ▪ A public entity as defined under the <i>Public Administration Act 2004</i>. ▪ appointed by the Governor in Council, on the recommendation of the responsible Minister ▪ required to enter into a “regulatory management agreement” with the Commission. This agreement covers the annual budget of the Board and the services to be provided to the Board by the Commission.

FUNDING AND STAFFING

The Commissioner is responsible for maintaining effective operating procedures and for maintaining the Commission’s culture, reputation and effective relationships.

The Commission has an annual budget of approximately \$11.5 million and has more than 50 FTE staff as at 2025-26. The Commission’s staff are employed under the Victorian Public Service Enterprise Agreement. Further details regarding staffing can be found in the Commission’s annual reports and the financial statements of the Department of Families, Fairness and Housing.

KEY SELECTION CRITERIA

Please review the **full Position Description**. The information in this brief is indicative and provided as additional and subject to change.

For convenience, a summary of the key criteria follows:

Disability: Deep understanding of the disability sector through lived or sustained professional experience | Capacity to respond to diverse circumstances | Commitment to the rights and safety of people with disability

Leadership: Shapes and sustains organisational direction and culture | Ensures public sector governance and compliance | Leads the Commission to achieve its statutory objectives

Regulation: Senior experience in a regulatory environment | Manages complaints, investigations and enforcement functions | Applies a risk-based and proportionate approach to decision making

Stakeholders: Builds and maintains effective relationships with diverse stakeholders | Engages with advocacy bodies, providers and the community | Employs developed negotiation skills and sound judgement

Context: Advises the Minister on trends and systemic issues | Develops relationships with relevant regulators and government bodies | Operates effectively within a statutory and public sector context

REMUNERATION

The salary range is to be determined through the formal Governor in Council appointment process and is inclusive of statutory superannuation, as a Total Remuneration Package, and will be equivalent to a Single Officer SO4a range (\$268,489 - 334,615 Total Remuneration Package exclusive of superannuation).

The level within the band will be determined based on the skills and experience of the preferred candidate, having regard to the Department of Premier and Cabinet's *Appointment and Remuneration Guidelines* for single officer roles.

All other conditions are consistent with those applying to Victorian Public Sector executives.

HOW TO APPLY

Applications are to be **submitted online** by visiting <https://www.shk.com.au/jobs> (preferred), scroll to the job advertisement/application point.

To apply, you must provide a current **CV (Résumé)**, no more than five pages, and a **concise cover letter** (one page, broadly addressing the Key Selection Criteria). You are not required to separately address the Key Selection Criteria. See the **advertisement** for the applicable **close date**.

Your **CV** must **demonstrate achievements** commensurate with the position description.

If you **cannot apply online**, please email your CV and letter to SHK at applymel@shk.com.au quoting the **role title and Reference # 3564649**. Please check on email receipt if no reply in five working days, due to email security filters around attachments.

THE PROCESS

Direct and third-party applications will be forwarded to SHK. There is a concurrent search. Candidates may be contacted by email or phone, including voicemail message. Applicants should keep a copy of the position description as it cannot be accessed once the job has closed.

Please note, selection processes may take some time, and may include multiple panel interviews and meetings. You may be invited for a further conversation or invited to an interview with the Consultant.

A panel will assess the written applications. The panel will further assess shortlisted applicants at interview.

The Department of Families, Fairness and Housing will be consulted throughout the process and will be making decisions on progression stages. If you are shortlisted and invited to meet with Panel, you will be provided with advice on the Panel format.

The panel will provide a list of suitable candidates to the Minister for Disability for consideration and recommendation to the Governor in Council for appointment.

Referees will be formally requested at the appropriate stage, after Panel. As required for Victorian Public Sector appointments, probity documentation and proof of qualifications may be requested prior to a candidate being interviewed by Panel or recommended for appointment, at any stage during the process. All probity requirements must be met.

There may be delays in communications during this process, due to decision making at each step and requirements of Governor in Council appointments and formal approvals. Candidates will be notified of their status at the appropriate stage. This may be after Governor in Council has given final approval for the appointment.

FURTHER INFORMATION

For enquiries regarding the position, please consider this document then contact Penny Wilson, Senior Partner at SHK via email on penny.wilson@shk.com.au or SMS/text /call 0434 589 284.

To receive this document in another format, phone Ruby Burley Smith at SHK on +61 3 8620 8000, or email ruby.burley-smith@shk.com.au

Help for people with hearing or speech communication difficulties.

Contact us through the National Relay Service (NRS). For more information about the NRS visit [National Relay Service](#) or call the NRS Helpdesk on 1800 555 660.



Victorian Disability Worker Commissioner

Role Details

Classification	Commissioner
Work Location	Melbourne CBD (Flexible-Hybrid)
Employment Type:	Full-time, 76 hours per fortnight, five-year fixed term
Remuneration Package:	\$268,489 - 334,615 Total Remuneration Package exclusive of superannuation (SO4a equivalent)
Position reports to:	Minister for Disability
Closing date:	See advertisement

Victorian Disability Worker Regulation Scheme

The Victorian Disability Worker Regulation Scheme (the Scheme) was established by the *Disability Services Safeguards Act 2018* (the Act) for the regulation of registered and unregistered disability workers in Victoria.

The Scheme is administered by the Disability Worker Registration Board of Victoria (Board) and the Victorian Disability Worker Commissioner (Commissioner). These bodies are supported by the Victorian Disability Worker Commission (the Commission).

The Commissioner is the head of the Commission and is responsible for regulating the conduct of unregistered disability workers.

The Board is responsible for setting registration standards, accrediting training programs, registering disability workers who meet those standards, and responding to complaints and notifications about registered disability workers.

The Commission receives and investigates complaints and notifications about the conduct of disability workers, supports the Board and Commissioner in their functions, and maintains publicly accessible lists of registered disability workers and workers prohibited from providing disability services.

Together, these bodies ensure safe, competent, and professional disability services across Victoria.

Role Purpose

The Commissioner is appointed by the Governor in Council, on the recommendation of the Minister for Disability, for a term not exceeding five years.

The Commissioner works closely with the Board to administer the Scheme and protect the safety and rights of people with disability.

The Commissioner is responsible for the regulation of unregistered disability workers in Victoria, including through receiving and managing complaints, investigating disability workers and, where necessary, prohibiting them from working with people with a disability.

The Commissioner engages with people with disability, their families and carers, representative organisations, service providers and other bodies to ensure that the Commission remains accessible, supportive and responsive to community needs.

The Commissioner is responsible for maintaining the Commission's culture, reputation, effective relationships, and operating procedures.

Key Accountabilities

The Commissioner is a statutory leadership position committed to promoting the quality and safety of the disability workforce in Victoria and protecting the safety and rights of people with disability.

The Commissioner is responsible for exercising the functions, powers and duties conferred on the Commissioner under the Act, and leading and directing the Commission in accordance with the Act.

The Commissioner has the following key accountabilities:

- regulate unregistered disability workers and support the Board to regulate registered disability workers
- receive, assess and deal with complaints and notifications about unregistered disability workers
- inform the public about the complaints and notification processes relating to disability workers
- issue prohibition orders, interim prohibition orders and public statements in relation to unregistered disability workers
- monitor, identify and advise the Minister for Disability about trends in relation to complaints and notifications, and other related matters.

The Commissioner is also expected to:

- lead the Commission in a manner compliant with all public-sector agency requirements (for example, financial, legal, industrial, ethical and social)
- apply a systemic, risk-based and proportionate approach to regulatory decision making and enforcement
- while maintaining independence, develop strong and effective relationships with the Chair and Members of the Board, and other relevant regulators, to ensure an integrated approach to regulation of the Victorian disability workforce

Key selection criteria

The role will suit a dynamic leader with a passion for safeguarding the rights and dignity of people with a disability and a commitment to improving safety and outcomes for people with disability – at an individual and systemic level.

Required

- a deep connection to and understanding of disability, including through lived experience and/or extensive professional engagement with people with disability, their families, carers and representative organisations
- demonstrated high level executive leadership capability and proven capability to strategically shape and sustain an organisation's direction, culture, services and good governance, guided and aligned with Victorian public sector values and behaviours
- extensive experience working at a senior level within a regulatory environment, including managing and responding to complaints, overseeing investigations and leading compliance and enforcement functions
- exceptional relationship-building and negotiation skills, underpinned by sound judgement and empathy
- demonstrated capacity to recognise and respond to diverse experiences and circumstances, and ensure regulatory approaches take account of barriers that may affect access, safety, fairness and justice
- demonstrated experience in developing and maintaining strong and effective relationships with a broad range of stakeholders, including advocacy and peak bodies across the disability, social and community services sectors

Desirable

- experience in directing research, leading inquiries and the provision of information and education to the public to improve safety and quality of service provision
- working knowledge of the National Disability Insurance Scheme (NDIS), including the NDIS Quality and Safeguards Commission and the NDIS Quality and Safeguarding Framework; Social Services Regulatory scheme, worker safety screening systems and checks; and/or the Health Complaints Commission
- knowledge and understanding of policies and practices related to the provision of disability services, the engagement of disability workers and/or disability education providers
- tertiary qualifications in a relevant field, for example law, public health or public policy

Pre-employment checks

All appointments require reference checks, national criminal records checks and pre-employment misconduct screening. Some positions also require a Working with Children Check and screening through the Disability Worker Exclusion List.

Applicants who have, in the last 10 years, lived overseas for 12 months or longer in one country must provide an international police check from the relevant overseas police agency. Applicants can obtain a check through an organisation providing international police checks via an internet search.

Pre-employment checks may include checking whether an applicant's name is on the Disability Worker Screening List. This incorporates:

- the Disability Worker Exclusion List which includes names of persons unsuitable for employment as a disability support worker in a disability residential service provided, funded or registered by the Department of Families, Fairness and Housing.
- the National Disability Insurance Scheme Quality and Safeguards Commission which has compliance and enforcement actions, including banning orders
- the Victorian Disability Worker Commission prohibition orders.

How and where to apply

To apply, you must provide a current resume (CV) and a concise cover letter (one page, broadly addressing your proposition for the role) **to be submitted online** by visiting www.shk.com.au/jobs and scroll to this opportunity advertisement (online is preferred and safest). You do not need to separately address key selection criteria.

If you are **unable to apply online**, please email your CV and letter to SHK at applymel@shk.com.au quoting the role title and Reference # 3564649

Your CV/resume must demonstrate achievements commensurate with the position description.

Assessment process

A panel will assess the written applications. The panel will further assess shortlisted applicants at interview.

The panel will provide a list of suitable candidates to the Minister for Disability for consideration and recommendation to the Governor in Council for appointment.

Further information

For enquiries regarding the position, please contact Penny Wilson, Senior Partner at SHK via email on penny.wilson@shk.com.au or SMS/text /call 0434 589 284.

Applications close: see advertisement

To receive this document in another format, phone Ruby Burley Smith at SHK +61 3 8620 8000, or email ruby.burley-smith@shk.com.au

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