



Human Resource departments and Hiring Managers are well-positioned to make the public sector an employer of choice for people with disability.

To enhance and enable employment outcomes for people with disability, we have provided tools and resources to assist human resources and hiring managers with the attraction, recruitment, and retention of candidates with disability. These tools and resources will help identify and reduce barriers to employing people with disability.

There is an opportunity to make a difference and create real change in the way we employ people with disability. It's by your decisions and actions that we can promote the Victorian public sector as an employer of choice for people with disability.

Key outcomes for Human Resources and Hiring Managers

- Processes and practices are more accessible to candidates with disability
- Increased awareness and understanding about diverse and flexible recruitment and selection options enable more people with disability to be employed
- Hiring managers and human resources practitioners are confident and empowered to hire candidates with disability
- Increase in the number of people with disability at interview and selection
- The sector has access to a wide pool of candidates with disability across all levels
- Employees with disability receive support from disability employment agencies to

ensure success in the workplace

- There are sufficient candidates to meet the targets
- Employees with disability are in roles that suit their knowledge, skills and expertise
- Candidates with disability are supported into the right roles at the right time
- Increased employment of people with disability across all levels of the public sector

Recruitment Agencies

If you're using recruitment agencies to employ staff, make sure they are disability confident. Evidence of their Disability Action Plan or inclusive recruitment processes will demonstrate they are committed to removing barriers and enabling equitable participation and outcomes for candidates with disability.

Disability Confident Recruiter

The [Disability Confident Recruiter](#) program was developed by the Australian Network on Disability to remove any unintended barriers in your current recruitment processes, enable the necessary adjustments for applicants who share their disability information during recruitment, and increase your ability to successfully recruit people with disability.

Sharing and Monitoring Disability Information

In line with the social model of disability, the Victorian public sector is committed to providing inclusive and respectful workplaces free from discrimination. To ensure we create that environment we have reframed how we talk about 'disability disclosure'. We encourage people with disability to share their disability information and feel safe to provide us with meaningful information on experiences and barriers for our continuous improvement.

The Victorian public sector currently monitors disability information using the People Matter Survey (PMS). This is confidential and de-identified and focuses on the overall workplace experiences of people with disability. The PMS captures rich data about engagement, job satisfaction, and other characteristics of the work environment as well as workplace adjustments. As part of our commitment to increasing access and



inclusion we will use this tool to measure our progress towards achieving positive workplace experiences for people with disability.

The Australian Network on Disability (AND) has developed a guide to provide advice on how to ask people about their disability information. You can use this guide to help employees while also complying with the Disability Discrimination Act.

Downloadable guides and videos are available on the [Australian Network in Disability website](#).

Disability awareness training

There are many organisations that offer disability awareness training to help you learn how to welcome people with disability into your workplace, and increase your disability confidence. The following resources are being utilised by different departments and can assist in creating a more inclusive workplace:

- [Australian Network on Disability \(AND\)](#)
- [Get Skilled Access \(GSA\)](#)
- [Scope](#)
- [Uptimize](#)
- [disABILITY AWAREness](#)
- [Disability Awareness Training \(DAT\)](#)
- [JobAccess](#)
- [Senswide](#)
- [EpicAssist](#)
- [Mental Health First Aid](#)

Mental Health in the workplace

Mental health can present unique challenges to employment. Unlike physical disabilities that can be seen and recognised, hiring managers and recruiters may not realise that a person with a mental health concern is experiencing an issue and needs a workplace adjustment to remain employed and productive.



Not every person experiencing mental health issues will face barriers in the workplace, but some will. Invisible disabilities such as depression, post-traumatic stress disorder (PTSD) and schizophrenia may require adjustments at little or no cost. They just require some flexibility and creativity, and can often be put in place quickly, if the need arises.

For more information on how to increase mental health awareness and create supportive workplaces, please refer to the [Heads Up healthy workplaces](#) website.

Candidate Sourcing Guide

Creating meaningful employment outcomes for people with disability builds off existing best practice in ensuring a good 'fit' between employers and job seekers. To create those outcomes brand development strategies must showcase an accessible and inclusive workplace and involve disability organisations to ensure you tap into the right talent. Innovative sourcing strategies will provide a fresh perspective on obtaining the right candidates.

The VPSC is currently developing a candidate sourcing guide tailored to the VPS. It will include the new [Disability Employment Framework](#) and how to connect with Disability Employment Service Providers.

Accessible Communication Guidelines

As government communicators we have a moral and legal obligation to ensure our communication is accessible to people of all abilities. This guide provides advice for accessible documents, websites, events and venues, and face-to-face communication. Visit the [Accessible Communications Guidelines](#) on the DPC website.

Employment Assistance Fund (EAF)

The Employment Assistance Fund (EAF) is a federal government assistance program that provides financial assistance to purchase work related adjustments for people with disability. These can include workplace adjustments, adaptive equipment, Auslan interpreting and training.

To apply, visit the [Job Access website](#).



JobAccess

For confidential expert advice on matters relating to the employment of people with disability, contact the JobAccess Advisers free of charge.

Free call: 1800 464 800

Fax: 08 9382 9277

Online: [Online Enquiry Form](#)

Post: PO Box 1764, Osborne Park DC, WA 6916

