



# GETTING TO WORK

Victorian public sector  
disability employment  
action plan 2018–2025



Cover artwork is by Luke Gaetano, a Victorian artist with disability. The artwork is called "I can see the light" and it represents a fully inclusive workplace.

**Artist's description: "My artwork depicts silhouettes of fit people and people with disability. They are united holding hands with the sun rising up behind them. It represents a new dawn to show that people with disability have a future to contribute to society. The organisation is the source of light and warmth that keeps everyone happy."**

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Where the term 'Aboriginal' is used it refers to both Aboriginal and Torres Strait Islander people. Indigenous is retained when it is part of the title of a report, program or quotation.

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**Martin Foley MP**  
Minister for Housing,  
Disability and Ageing

**I am pleased to present *Getting to work*, the Victorian public sector’s first disability employment action plan, for people with disability, their allies and supporters.**

This is cause for celebration!

People with disability face discrimination and barriers to finding and maintaining meaningful employment. Unconscious bias and low expectations among employers can limit the kinds of opportunities available, particularly where incorrect or harmful assumptions are made about a person’s capability.

People with disability are highly desirable employees. People with disability bring a positive energy to the workplace and have been shown to build strong relationships with staff and the community. We want people with disability to be at the centre of the public service, leaders in government, leaders in community and on public boards.

Disability can affect anyone at any age. Through collective and sustained effort we will build inclusive workplaces where employees feel comfortable disclosing their disability and bringing their whole self to work. We want to be the kind of employer who supports all our colleagues in getting to work.



**Paul Grimes**  
Victorian Public Sector  
Commissioner

**I am proud to present the Victorian public sector’s plan for change. We are changing culture, recruitment and support to provide flexible and sustainable employment for people with disability. We have worked closely with the Enablers Network, the public sector’s network for people with disability, to consider the entire employee life cycle.**

The plan adopts the social model of disability – a contemporary approach geared towards removing environmental and social barriers to employment as opposed to focusing on what a person can or can’t do because of their disability.

We respect the human rights of people with disability. We recognise the rights of people with disability to work, to access workplace adjustments, to be safe and healthy at work, and to progress in their careers.

*Getting to work* is our collective commitment to action. Everyone in the public sector has a role to play. With the implementation of the plan our aim is to lead the way in the employment and career development of people with disability.

# Introduction

***Absolutely everyone: state disability plan 2017–2020 commits to greater inclusion for people with disability across all spheres of life, including employment. Every opportunity: Victorian economic participation plan for people with disability 2018–2020 sets out our approach to ensuring that people with disability are active participants in the Victorian economy, including steps government will take to leverage its role as a major employer.***

A key commitment in *Every opportunity* is achieving a six per cent Victorian public sector disability employment target by 2020, increasing to 12 per cent by 2025. The target will be initially applied across all government departments and non-sworn staff of Victoria Police, and later extended across the broader public sector.

A range of government departments, agencies and offices collaborated with the Victorian Public Sector Commission to develop *Getting to work: Victorian public sector disability employment action plan 2018–2025*.

*Getting to work* is based on local and international good practice. It has been informed by desktop research, consultation with local and national and international public and private entities and peak bodies, employee survey results, workshops with departments and feedback from Victorian public sector employees with disability.

The plan builds on:

- the significant existing work and actions in place across the Victorian public sector to enhance the employment of people with disability
- specific steps taken by organisations that have successfully increased employment outcomes for people with disability.

*Getting to work* was developed in close consultation with the Enablers Network, the public sector's network for people with disability. It is designed to tackle employment barriers such as attitudes and behaviour, job design, inaccessible work environments and lack of ongoing workplace development and support. The plan will drive change at the whole-of-system level and leverage the government's buying power where required.

# Focus

There are 21 actions in the plan, grouped into three focus areas.

 <p><b>Build awareness through access to information</b></p>	<p>We need to change the way we think about disability. Employers can hold misconceptions over the cost of hiring and absenteeism. The reality is that employees with disability often have better attendance and fewer occupational health and safety incidents than those without disability.</p> <p>Education and awareness are essential to overcome stereotypes. Respectful workplaces encourage employees to bring their whole self to work and to contribute their ideas, talent and experience. If we change our attitude in the workplace, more people may feel comfortable sharing information about their disability.</p> <p>Building an inclusive environment free from discrimination is the first step towards attracting people with disability to apply for roles. Employees need to feel safe, confident and supported.</p> <p>Through this plan, the Victorian Government will raise awareness of the benefits of employing people with disability and build the public sector's capacity to do this with confidence.</p>
 <p><b>Attract and recruit people with disability</b></p>	<p>We need to hire more people with disability. People with disability are half as likely to be employed as people without disability. People with disability make up less than four per cent of the Victorian public sector workforce compared with nine per cent in the broader Victorian workforce.</p> <p>Key actions include creating dedicated employment pathways for job entry, establishing a Disability Champion Round Table of senior leaders and educating human resources personnel and managers who hire staff about inclusive policy and process.</p>
 <p><b>Support employees with disability</b></p>	<p>We need to improve the career experience of people with disability. We will provide career development, coaching and mentoring to support progression and improve overall engagement and job satisfaction.</p> <p>Strengthened data collection, governance and monitoring arrangements will underpin this plan.</p> <p>We will design and implement programs in partnership with people with disability. A Community of Practice including representatives from the Enablers Network will provide support and guidance during implementation.</p>

Positive change requires long-term commitment. This plan is the first step towards improving employment outcomes for people with disability in the Victorian public sector.

# Objective

**The principal objective of this plan is to increase the overall engagement, representation and meaningful employment of people with disability across every level of the Victorian public sector. This will be measured by achieving an employment target of six per cent of people with disability employed across all government departments and non-sworn staff of Victoria Police by 2020, increasing to 12 per cent by 2025.**

We will achieve this by:

- creating safe, inclusive and respectful workplaces that are free from discrimination
- implementing inclusive attraction, recruitment, retention and progression strategies
- supporting prospective and existing employees and their managers.

The way we go about this will be underpinned by:

- a shared understanding of the social model of disability and the need to remove barriers
- strengthened data collection
- strong governance and reporting to inform progress and highlight opportunities.

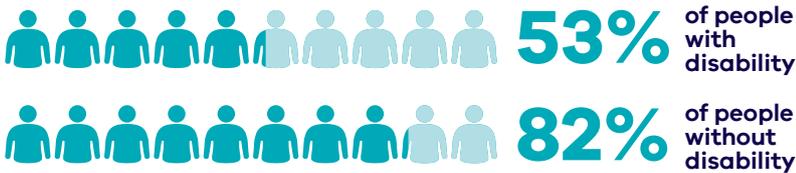
This will result in:

- a capable and diverse public sector that better reflects the diversity of the Victorian community and benefits from the experience that people with disability bring to the workplace.

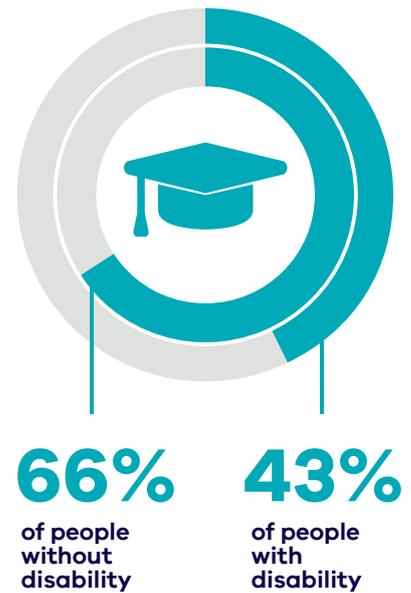
# Key facts

## People with disability face challenges

### In the workforce



### Completed Year 12



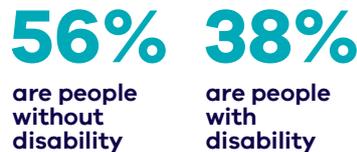
### Job seeking

Graduates with disability take twice as long to gain full-time employment.



### Work and study

Of young people aged 15–24 years:



### Social cost



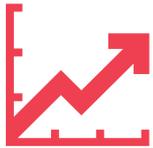
live on or close to the poverty line and they experience poverty at

**2X** times the rate of those without disability.

Sources: Victorian Government 2018, Australian Human Rights Commission 2017.

# Employees with disability are good for business

## Productive



The cost of recruiting an employee with disability is generally lower, their productivity is equal to other workers, and they build strong relationships with staff and the community.

## Economy



## People and culture



Recruitment, meaningful employment and career progression of people with disability creates positive work environments, which can lead to higher team performance.

If Australia moved into the top eight Organisation for Economic Co-operation and Development countries in the employment of people with disability:

**GDP ↑ \$50b in 2050**

## Lower risk



Employees with disability report fewer occupational health and safety incidents than those without disability.

Closing the gap between labour market participation rates and unemployment rates for people with and without disability by one-third would result in:

**GDP ↑ \$43b in 10 years**

# The case for change in the Victorian public sector

Challenges identified through consultations	Why this is important to us	Our strategic response
<p><b>Lack of disability awareness and confidence in the workplace</b></p> <ul style="list-style-type: none"> <li>• Inconsistent application of the requirements outlined in the <i>Victorian Disability Act 2006</i>, <i>Victorian Human Rights Charter</i> and <i>Equal Opportunity Act 2010</i> in respect to employing people with disability</li> <li>• Expectations of current employees with disability are not being met: highest rate of bullying of any diversity group; lowest overall engagement; higher rates of discrimination; variable disability awareness of managers</li> </ul>	<ul style="list-style-type: none"> <li>• People with disability should feel confident bringing their whole self to work</li> <li>• Workplaces should be disability-confident across an employee's life cycle, from recruitment through to career progression</li> <li>• Employees with disability should feel included and welcome in the workplace</li> <li>• Employees with disability should be able to share information about their disability without fear of discrimination</li> </ul>	 <p><b>Build awareness through access to information</b></p>
<p><b>Ongoing low employment rate of people with disability across the sector</b></p> <ul style="list-style-type: none"> <li>• Inconsistent application of workplace adjustments across the employee life cycle</li> <li>• A need to review policies and processes through a disability lens to ensure they are inclusive</li> <li>• Inconsistent application of disability-confident recruitment practices</li> <li>• Lack of visible and active promotion of employing people with disability or pathways to employment</li> </ul>	<ul style="list-style-type: none"> <li>• The Victorian Government has committed to a target of six per cent employment of people with disability by 2020, increasing to 12 per cent by 2025</li> <li>• The current pipeline of candidates with disability and existing disclosure rates is not sufficient to meet employment targets</li> <li>• Opportunities exist to replicate and scale current good practice and pathways into the sector (for example, internships, graduate programs and targeted employment initiatives)</li> </ul>	 <p><b>Attract and recruit people with disability</b></p>
<p><b>Poor career experiences and opportunities</b></p> <ul style="list-style-type: none"> <li>• Low numbers of senior employees with disability, despite equivalent qualifications, with pooling at the VPS2 and VPS3 levels</li> <li>• Lower levels of satisfaction in relation to learning, development and career opportunities reported by employees with disability</li> <li>• Insufficient engagement with employees with disability to ensure lived experience of disability is celebrated and informs workplace policy</li> </ul>	<ul style="list-style-type: none"> <li>• The perceived lack of support for career development limits career aspirations of employees with disability leading to lower engagement and career satisfaction</li> <li>• Career progression of employees with disability will be supported by a greater number of senior leaders who identify with disability in the public sector</li> </ul>	 <p><b>Support employees with disability</b></p>

# Our approach: a shared responsibility

Employing more people with disability in the Victorian public sector and delivering the actions in this plan will require dedicated effort and understanding. Responsibility will be shared, with specific roles for the Victorian Secretaries Board, the Victorian Public Sector Commission, the Victorian public service and the broader Victorian public sector.

Organisation	Responsibilities
Victorian Secretaries Board (VSB)	<p><b>Lead and drive change</b></p> <ul style="list-style-type: none"> <li>Accountable for the overall implementation of <i>Getting to work</i> as steward of the public sector</li> <li>Provides leadership and long-term commitment to change</li> <li>Commits to and monitors progress against the disability employment targets</li> </ul>
Victorian Public Sector Commission (VPSC)	<p><b>Support and coordinate</b></p> <ul style="list-style-type: none"> <li>Supports departments and agencies to share good practice and leverage experience</li> <li>Leads reform to drive whole-of-system change</li> <li>Coordinates and leads a communications strategy to share success stories and build confidence and trust in the Victorian public sector as an employer of choice</li> <li>Provides oversight, reporting and meaningful disability data insights that highlight progress towards targets and outcomes:               <ul style="list-style-type: none"> <li>- collecting data about workforce and employee engagement</li> <li>- reporting against targets at the organisation and sector levels</li> </ul> </li> </ul>
Victorian Public Service (VPS) departments and Victoria Police	<p><b>Deliver fit-for-purpose actions that lead to meaningful employment and increased representation of people with disability across every level of their organisation</b></p> <ul style="list-style-type: none"> <li>Accountable for delivering commitments under <i>Getting to work</i> including organisation level targets and data collection</li> <li>Appoints a senior executive accountable for delivery of their organisation's commitments</li> <li>Allocates sufficient internal capacity to drive organisational and whole-of-government outcomes</li> <li>Supports the VPSC in leading whole-of-system reform</li> <li>Builds on existing initiatives and programs</li> <li>Actively shares lessons learned, good practice and tools across the sector</li> </ul>
All other Victorian public sector agencies	<p><b>Deliver fit-for-purpose actions that lead to meaningful employment and increased representation of people with disability across every level of their organisation</b></p> <ul style="list-style-type: none"> <li>Adopts relevant strategies consistent with <i>Getting to work</i></li> <li>Builds on existing initiatives and programs</li> <li>Actively shares lessons learned, good practice and tools across the sector</li> </ul>

# Action plan

The plan identifies three areas of focus, our vision and specific actions. The suite of actions also support the critical role of the Enablers Network to influence and drive change across the system.

FOCUS AREAS	OUR VISION	SUITE OF ACTIONS
 <p><b>Build awareness through access to information</b></p>	<ul style="list-style-type: none"> <li>• Public sector leaders set the tone</li> <li>• The public sector is an employer of choice for people with disability</li> <li>• The workplace culture embraces the contributions and talents of people with disability</li> </ul>	<p>Actions 1–9</p>
 <p><b>Attract and recruit people with disability</b></p>	<ul style="list-style-type: none"> <li>• Interview and selection approaches result in more people with disability being hired</li> <li>• There is a pool of people with disability ready and willing to work in the public sector</li> <li>• People with disability are employed at all levels</li> </ul>	<p>Actions 10–16</p>
 <p><b>Support employees with disability</b></p>	<ul style="list-style-type: none"> <li>• People with disability are supported to realise their full potential</li> <li>• The public sector is a safe and inclusive environment for employees with disability</li> </ul>	<p>Actions 17–21</p>



# Build awareness through access to information

## VISION: PUBLIC SECTOR LEADERS SET THE TONE

### Objectives

- Commitment to the disability employment action plan is demonstrated at the highest level
- The disability employment action plan is adopted as a component of core business
- Clear and transparent accountability for commitments and actions is established

### Key stakeholders

- Corporate Deputy Secretaries and Disability Champions
- Human resources directors (VPS)
- Human resources personnel and diversity and inclusion (D&I) practitioners (VPS)

### Key outcomes

- Increased visibility of the disability employment action plan across the sector
- Disability Champions demonstrate understanding, confidence and capability to enable implementation of the disability employment action plan

### Dependencies

- Communications plan and strategies

ACTIONS				
	<p><b>1. The Victorian Secretaries Board approves the disability employment action plan to meet targets and publicly commits to delivery</b></p>	<p><b>2. Each Secretary and the Police Commissioner communicates commitments to their organisation and appoints a Deputy responsible for driving the delivery of their organisational commitments and relevant whole-of-government actions</b></p>	<p><b>3. Each Secretary and the Police Commissioner empowers a dedicated resource to implement the disability employment action plan</b></p>	<p><b>4. The Victorian Secretaries Board meets regularly to monitor progress, remove barriers and address risks</b></p>
Departments	<ul style="list-style-type: none"> <li>• Support the development of the disability employment action plan</li> </ul>	<ul style="list-style-type: none"> <li>• Actively support the disability employment action plan by appointing a Disability Champion</li> </ul>	<ul style="list-style-type: none"> <li>• Actively support implementation by establishing and empowering a dedicated disability employment resource (senior officer or team)</li> </ul>	
VPSC	<ul style="list-style-type: none"> <li>• Develop the disability employment action plan</li> </ul>	<ul style="list-style-type: none"> <li>• Convene a periodic Disability Champion Round Table to share experience and practices</li> </ul>		<ul style="list-style-type: none"> <li>• Compile and present biannual reports for the Victorian Secretaries Board for consideration</li> </ul>

## VISION: THE PUBLIC SECTOR IS AN EMPLOYER OF CHOICE FOR PEOPLE WITH DISABILITY

### Objectives

- Address barriers to employment related to the lack of disability experience, awareness and confidence in the workplace
- Encourage job seekers with disability to apply for roles within the Victorian government
- Promote the benefits of working within the public sector to job seekers with disability
- Promote the disability employment action plan to the Victorian community

### Key stakeholders

- Corporate Deputy Secretaries and Disability Champions
- Enablers Network
- Human resources directors
- Human resources personnel and D&I practitioners
- Other public sector agencies

### Key outcomes

- Staff across the sector demonstrate increased disability confidence and awareness by using tools and resources
- Information for job seekers, including position descriptions is available in accessible formats
- The Victorian community can access reports and view progress regarding commitments made under the plan

### Dependencies

- Careers Vic website
- Access and inclusion toolkit

ACTIONS		
	<p><b>5. Implement a strong communications, marketing and engagement plan to:</b></p> <ul style="list-style-type: none"> <li>• share the stories of current employees (i.e. employees as our best advocates)</li> <li>• explain the benefits and what's already great for people with disability working in the public sector (such as the available support, VPS all roles flex, development opportunities, Enablers Network)</li> <li>• provide up to date and accessible information, including position descriptions on the Careers Vic website</li> <li>• regularly report progress, publicly report our commitments under the plan and share success stories to build community confidence and trust in the VPS being a great place for people with disability to work</li> </ul>	<p><b>6. Develop and implement an online access and inclusion toolkit to provide relevant resources and information, including a candidate sourcing guide, to human resources practitioners, hiring managers, D&amp;I teams, employees with disability and job seekers with disability</b></p>
Departments	<ul style="list-style-type: none"> <li>• Provide stories, case studies and accessible documents to the VPSC to upload onto the Careers Vic website and assist with broader communications and engagement</li> <li>• Report on progress against the disability employment action plan</li> </ul>	
VPSC	<ul style="list-style-type: none"> <li>• Work collaboratively with departments and agencies to strengthen the sharing of positive stories of initiatives that are making a real difference to employees with disability</li> </ul>	<ul style="list-style-type: none"> <li>• Develop, administer and maintain a dedicated online portal via the VPSC website that will provide materials to the public sector</li> </ul>

# VISION: THE WORKPLACE CULTURE EMBRACES THE CONTRIBUTIONS AND TALENTS OF PEOPLE WITH DISABILITY

## Objectives

- Address barriers to employment related to the lack of disability experience, awareness and confidence in the workplace
- Empower all employees to identify and challenge negative stereotypes and promote positive attitudes toward disability across the employee life cycle
- Support employees with disability to ensure equal participation in the workplace

## Key stakeholders

- Corporate Deputy Secretaries
- Enablers Network
- Human resources directors
- Human resources personnel and D&I practitioners
- Other public sector agencies
- Disability awareness training organisations

## Key outcomes

- Employees demonstrate understanding, confidence and capability to employ and support people with disability
- Workplace expectations of employees with disability are met (for example, increased workplace engagement and satisfaction)

## Dependencies

- Enablers Network governance in place
- Access and inclusion toolkit

ACTIONS			
	7. Implement disability awareness and confidence training for all levels of the VPS	8. Partner with and support the Enablers Network to drive cultural change	9. Establish a Disability Employment Community of Practice
Departments	<ul style="list-style-type: none"> <li>• Provide disability awareness training to reach all staff that is tailored to level of responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• Actively support the Enablers Network to deliver events, celebrations, employee stories, awards and reverse mentoring</li> </ul>	<ul style="list-style-type: none"> <li>• Support human resources managers and D&amp;I teams to learn about and share practical examples</li> </ul>
VPSC			<ul style="list-style-type: none"> <li>• Centrally administer a dedicated network of human resources professionals to share knowledge, experience and resources related to disability employment This group could meet in a variety of ways such as face-to-face, using the Innovation Victoria platform or via a series of workshops to showcase good practice</li> </ul>
Office for Disability		<ul style="list-style-type: none"> <li>• Provided one-off funding to resource the Enablers Network 2017–18 to establish governance processes and identify resourcing requirements</li> </ul>	



# Attract and recruit people with disability

## VISION: INTERVIEW AND SELECTION APPROACHES RESULT IN MORE PEOPLE WITH DISABILITY BEING HIRED

### Objectives

- Address barriers to employment in the recruitment and selection process to ensure equal participation
- Introduce targeted measures to increase employment of people with disability
- Embed flexible recruitment and selection processes that enable people with disability to succeed

### Key stakeholders

- Corporate Deputy Secretaries
- Enablers Network
- Human resources directors
- Human resources personnel and D&I practitioners
- Hiring managers
- Job applicants with disability
- Other public sector agencies

### Key outcomes

- 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

### Dependencies

- Active sharing of information and resources, including best practice approaches
- Access and inclusion toolkit

ACTIONS		
	<p><b>10. Review and refresh recruitment and selection policies including the approach to developing attraction strategies, position descriptions and selection criteria (for example, explicit encouragement for people with disability to apply)</b></p>	<p><b>11. Scope new recruitment models for candidates who require alternative methods of assessment such as RecruitAbility, fast track to interview, work experience and allowing role matching to skills, experience and capability such as job-carving and job-share</b></p>
Departments	<ul style="list-style-type: none"> <li>• As policy owner, departments will review internal policies and processes related to recruitment and selection using a disability lens, to remove barriers</li> </ul>	<ul style="list-style-type: none"> <li>• As policy owner, departments will scope and implement new recruitment models to remove barriers</li> </ul>
VPSC	<ul style="list-style-type: none"> <li>• Share information, good practice, and tools developed by departments and sector agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Share information, good practice, and tools developed by departments and sector agencies</li> </ul>

## VISION: THERE IS A POOL OF PEOPLE WITH DISABILITY READY AND WILLING TO WORK IN THE PUBLIC SECTOR

### Objectives

- Build sustainable and meaningful relationships with disability employment agencies
- Ensure recruitment agencies are disability-confident and provide candidates with disability across all levels
- Establish multiple sourcing mechanisms to ensure candidates with disability are targeted

### Key stakeholders

- Human resources directors
- Human resources personnel and D&I practitioners
- Job applicants with disability
- Disability employment agencies
- Recruitment agencies
- Department of Treasury and Finance
- Department of Premier and Cabinet
- Community and Public Sector Union
- Other public sector agencies

### Key outcomes

- 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

### Dependencies

- Suitable vendor available
- Careers Vic website

ACTIONS		
	<p><b>12. Increase access to the candidate pool by exploring the opportunity for a VPS-wide arrangement with a disability-confident vendor to source suitable candidates and, where recruitment agencies are used, ensure shortlisted candidates are selected through non-discriminatory practices</b></p>	<p><b>13. Explore and scope the development of a VPS disability capability framework that outlines the knowledge, skills and capabilities to build disability confidence</b></p>
Departments	<ul style="list-style-type: none"> <li>• Provide the authorising environment and, when recruitment agencies are used, ensure shortlisted candidates are diverse and include people with disability via non-discriminatory practices</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborate and provide the authorising environment</li> <li>• Use the framework to drive change and implementation</li> </ul>
VPSC	<ul style="list-style-type: none"> <li>• Explore with Department of Treasury and Finance the opportunity for procurement of a VPS-wide arrangement with a disability-confident vendor to source suitable candidates</li> </ul>	<ul style="list-style-type: none"> <li>• Explore framework development, which may include:               <ul style="list-style-type: none"> <li>– exploring the case for a disability standard under the <i>Public Administration Act 2004</i> to make rights and obligations under the Act clearer and easier to understand, enforce and comply with</li> <li>– guidance on applying the merit principle to support positive employment strategies</li> </ul> </li> </ul>

## VISION: PEOPLE WITH DISABILITY ARE EMPLOYED AT ALL LEVELS

### Objectives

- Address barriers to employment pathways for people with disability
- Create/extend supported pathways to enable multiple entry points for candidates with disability
- Ensure employees with disability feel welcome and have the support they need to participate equally in the workplace
- Challenge assumptions on career pathways for people with disability

### Key stakeholders

- Human resources directors
- Human resources personnel and D&I practitioners
- Disability employment agencies
- Hiring managers
- Disability agencies
- Other public sector agencies

### Key outcomes

- 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
- All employees are empowered to identify and challenge negative stereotypes and promote positive attitudes towards disability
- Employees with disability feel welcome and have the support they need to ensure equal participation in the workplace

### Dependencies

- All roles flex
- All Abilities Access to the Graduate Recruitment and Development Scheme (GRADS)
- Active sharing of information and resources, including best practice approaches

ACTIONS			
	<b>14. Ensure equitable access to all roles flex by VPS employees with disability</b>	<b>15. Implement more pathways into the public sector for people with disability (such as GRADS)</b>	<b>16. Implement and expand the commitment to targeted employment programs (for example, the Department of Health and Human Services' RISE Program and the Australian Network on Disability's Stepping Into Internship program)</b>
<b>Departments</b>	<ul style="list-style-type: none"> <li>• Provide the authorising environment</li> </ul>	<ul style="list-style-type: none"> <li>• Provide the authorising environment</li> </ul>	<ul style="list-style-type: none"> <li>• Provide the authorising environment</li> </ul>
<b>VPS</b>	<ul style="list-style-type: none"> <li>• Share information, good practice and tools developed by departments</li> </ul>	<ul style="list-style-type: none"> <li>• Create and manage a dedicated disability pathway to VPS GRADS modelled on the Aboriginal employment pathway</li> <li>• Scope a disability pathway to the Jobs Victoria Youth Cadetship Scheme (JVYCS) and the Youth Employment Scheme (YES)</li> <li>• Scope the reintroduction of VPS1 roles for people with intellectual disability and learning issues</li> <li>• Scope entry-level and professional paid work experience for people re-entering the workforce and expand paid internship programs</li> </ul>	<ul style="list-style-type: none"> <li>• Share information, good practice and tools developed by departments</li> </ul>



# Support employees with disability

## VISION: PEOPLE WITH DISABILITY ARE SUPPORTED TO REALISE THEIR FULL POTENTIAL

### Objectives

- Address barriers to career progression and ensure people with disability have equal opportunities to succeed
- Ensure meaningful work and relevant training opportunities are provided to employees with disability
- Provide every opportunity for quality supervision and genuine career conversations
- Support career aspirations of people with disability

### Key stakeholders

- Human resources directors
- Human resources personnel and D&I practitioners
- Learning and development teams
- Hiring managers
- Other public sector agencies

### Key outcomes

- Increased employment of people with disability across all levels of the public sector
- Increased employee satisfaction and engagement for people with disability
- The public sector brand is enhanced as an employer of choice

### Dependencies

- Enablers Network governance in place
- Active sharing of information and resources, including best practice approaches

ACTIONS		
	17. Implement career development opportunities and leadership development pathways	18. Provide mentoring opportunities for employees with disability at all levels
Departments	<ul style="list-style-type: none"> <li>• Provide the authorising environment</li> <li>• Provide opportunities for staff with disability to participate</li> </ul>	<ul style="list-style-type: none"> <li>• Provide the authorising environment</li> <li>• Offer time release for mentor/mentee participation</li> </ul>
Enablers		<ul style="list-style-type: none"> <li>• Lead development of initiative with departments</li> </ul>
VPSC	<ul style="list-style-type: none"> <li>• Share lessons learned, successful practices and tools</li> </ul>	<ul style="list-style-type: none"> <li>• Share lessons learned, successful practices and tools</li> </ul>

## VISION: THE PUBLIC SECTOR IS A SAFE AND INCLUSIVE ENVIRONMENT FOR EMPLOYEES WITH DISABILITY

### Objectives

- Address barriers to ensure safe and inclusive environments that support disability disclosure
- Promote workplace adjustments as an opportunity to share disability status
- Provide mechanisms for people with disability to share disability information when and how they want
- Increase employee satisfaction by enabling employees to bring their whole self to work

### Key stakeholders

- Enablers Network
- Workplace adjustment champions
- Human resources directors
- Human resources personnel and D&I practitioners
- Other public sector agencies

### Key outcomes

- People with disability feel confident to bring their whole self to work and have access to the right support and flexibility to perform at their best
- Increased employment outcomes for people with disability across all levels of the public sector
- Employment targets are met by VPS departments and Victoria Police
- Workplace expectations of employees with disability are met (such as increased workplace engagement and satisfaction)

### Dependencies

- Robust reporting mechanisms to assist with disclosure and monitoring targets
- Enablers Network governance in place
- Access and inclusion toolkit

ACTIONS			
	<b>19. Scope the implementation of a workplace adjustment passport and other new initiatives (such as keep in touch days when on disability-related leave; donated sick leave)</b>	<b>20. Scope an accessibility reporting tool for VPS employees with disability</b>	<b>21. Ensure employee assistance programs (EAPs) are disability-confident</b>
<b>Departments</b>	<ul style="list-style-type: none"> <li>• Provide the authorising environment</li> <li>• Provide a department/ workplace champion with capacity to influence the workplace adjustment process</li> </ul>	<ul style="list-style-type: none"> <li>• Provide the authorising environment</li> <li>• Provide support to remove barriers identified by employees with disability</li> </ul>	<ul style="list-style-type: none"> <li>• Provide the authorising environment</li> <li>• Support purchasing the services of EAPs that provide dedicated support to employees with disability</li> </ul>
<b>Vpsc</b>	In partnership with departments, scope the development of a workplace adjustment 'passport'	In partnership with departments, scope the development of an accessibility reporting tool	In partnership with departments, scope the development of key attributes required by a disability-confident EAP

# Action summary

Focus area	Vision	Actions	Outcomes		
 <p>Build awareness through access to information</p>	Public sector leaders set the tone	<ol style="list-style-type: none"> <li><b>The Victorian Secretaries Board approves the disability employment action plan to meet targets and publicly commits to delivery</b></li> <li><b>Each Secretary and the Police Commissioner communicates commitments to the organisation and appoints a Deputy who is responsible for driving their organisational commitments and relevant whole-of-government actions</b></li> <li><b>Each Secretary and the Police Commissioner empowers a dedicated capability in each organisation to implement the disability employment action plan</b></li> <li><b>The Victorian Secretaries Board meets regularly to monitor progress, remove barriers and address risks</b></li> </ol>	Commitment to the disability employment action plan is demonstrated at the highest level	The disability employment action plan is adopted as a component of core business	There is clear and transparent accountability for commitments and actions
	The public sector is an employer of choice for people with disability	<ol style="list-style-type: none"> <li><b>Implement a strong communications, marketing and engagement plan</b> Share employee stories, explain benefits and build community trust in the VPS being a great place for people with disability to work Regularly report progress under the plan and replicate success stories</li> <li><b>Develop and implement an online access and inclusion toolkit</b> Create an online repository of disability employment action plan resources for existing and prospective employees</li> </ol>	Increased disability confidence and awareness across the public sector	Job seeker information available in accessible formats	The Victorian community can access reports and view progress against the plan
	The workplace culture embraces the contributions and talents of people with disability	<ol style="list-style-type: none"> <li><b>Implement disability awareness and confidence training for all levels of the VPS</b> Address barriers to employment related to the lack of disability experience, awareness and confidence Empower all employees to identify and challenge negative stereotypes and promote positive attitudes towards people with disability</li> <li><b>Partner with and support the Enablers Network to drive cultural change</b> Collaborate to foster new thinking and practice to progress our objective of becoming disability-confident</li> <li><b>Establish a Disability Employment Community of Practice</b> Set up a dedicated network that shares knowledge, experience and resources related to disability employment</li> </ol>	Employees demonstrate understanding, confidence and capability to employ and support people with disability	Workplace expectations of employees with disability are met	
 <p>Attract and recruit people with disability</p>	Interview and selection approaches result in more people with disability being hired	<ol style="list-style-type: none"> <li><b>Review and refresh recruitment and selection policies</b> Revisit the approach to attraction strategies, position descriptions and selection criteria and introduce inclusive measures (for example, explicitly encouraging people with disability to apply)</li> <li><b>Scope new recruitment models for candidates who require alternative methods of assessment</b> Consider recruitment models such as RecruitAbility, offering a fast track to interview, work experience, role matching to skills and capability (for example, job-carving and job sharing)</li> </ol>	Increased awareness and understanding of diverse and flexible recruitment and selection options that enable the employment of people with disability	Hiring managers and human resources practitioners are confident and empowered to hire candidates with disability	Processes and practices are more accessible to candidates with disability, resulting in more people with disability being interviewed and selected
	There is a pool of people with disability ready and willing to work in the public sector	<ol style="list-style-type: none"> <li><b>Increase access to the candidate pool by exploring the opportunity for a VPS-wide arrangement with a disability-confident vendor</b> Source suitable candidates and ensure recruitment agencies select short-listed candidates through non-discriminatory practices</li> <li><b>Explore and scope the development of a VPS disability capability framework</b> Outline the knowledge, skills and capabilities to build disability confidence</li> </ol>	The VPS 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
	People with disability are employed at all levels	<ol style="list-style-type: none"> <li><b>Ensure equitable access to all roles flex by VPS employees with disability</b> Share information, good practice and tools developed by departments</li> <li><b>Implement more pathways into the public sector for people with disability</b> Introduce a disability pathway for the Graduate Recruitment and Development Scheme and scope dedicated pathways to work experience and the Youth Employment Scheme</li> <li><b>Implement and expand the commitment to targeted employment programs</b> Scale the Department of Health and Human Services RISE Program and the Australian Network on Disability Stepping Into Internship program</li> </ol>	All employees are empowered to identify and challenge negative stereotypes and promote positive attitudes towards disability	Employees with disability feel welcome and have the support they need to ensure equal participation in the workplace	Candidates with disability are supported into the right roles at the right time Employees with disability are in roles that suit their knowledge, skills and expertise
 <p>Support employees with disability</p>	People with disability are supported to realise their full potential	<ol style="list-style-type: none"> <li><b>Implement career development opportunities and leadership development pathways</b> Focus on all levels for career development and VPS6 employees and above for leadership development</li> <li><b>Provide mentoring opportunities for employees with disability at all levels</b> Create an opt-in initiative to support the professional development of employees</li> </ol>	Increased employment of people with disability across all levels of the public sector	Increased employee satisfaction and engagement for people with disability	The public sector brand is enhanced as an employer of choice
	The public sector is a safe and inclusive environment for employees with disability	<ol style="list-style-type: none"> <li><b>Scope the implementation of a workplace adjustment passport and other new initiatives</b> Explore potential initiatives including keep in touch days for disability-related leave or donated sick leave</li> <li><b>Scope an accessibility reporting tool for VPS employees with disability</b> Scope the development of a tool to record and address barriers to participation in the workplace</li> <li><b>Ensure employee assistance programs are disability-confident</b> Scope the development of key attributes required for a disability-confident employee assistance program</li> </ol>	People with disability feel confident bringing their whole self to work and have access to the right support and flexibility to perform at their best	Increased employment outcomes for people with disability across all levels of the public sector	Employment targets are met by VPS departments and Victoria Police Workplace expectations of employees with disability (such as increased workplace engagement and satisfaction) are met

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