



**Victorian
Public Sector
Commission**



VICTORIA
State
Government

Recruiting people with disability

A guide for the public sector on how to support individuals with disability applying for a role.

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Getting recruitment right

As a line manager, you are looking for the best person available for the job. This may well be a person with disability.

Why get it right?

One in five people in Australia have disability. This means that at least one in five recipients of the services provided by the Victorian Public Service (VPS) have disability.

In order that the services delivered by the VPS for the Victorian community meet the needs of the community, the VPS needs to reflect the diversity of its community, including people with disability.

Attracting, recruiting, employing, developing and retaining people with disability as part of a workforce reflecting the diversity of the broader community will lead to:

- better understanding of stakeholders better delivery of services to stakeholders stronger corporate image
- better meeting of corporate and social responsibilities
- legal compliance.

It is your responsibility to ensure that the Victorian public sector principles of merit and equal employment opportunity are upheld throughout your attraction, marketing, recruitment and selection process. This includes ensuring equal opportunity for people with disability.

This also involves ensuring that all legislative requirements are met during your recruitment process. These are detailed in the *Disability Discrimination Act 1992 (Cwlth)*, the *Disability Act 2006 (Vic)*, and the *Victorian Equal Opportunity Act 1996*.



What is this resource?

This document is a guide to assist managers with responsibility for recruiting to ensure equal employment opportunity for people with disability, that the VPS employs the best person for each role and to provide the most appropriate service to the Victorian community. It complements the Victorian Public Sector Commission [Best Practice Recruitment and Selection tool kit](#) released in 2008 and the Office for Disability campaign Bar None Employment.

This guide aims to promote best practice in employing people with disability throughout the attraction, marketing, recruitment and selection process.



What is disability?

The Disability Discrimination Act 1992 (Cwlth) defines disability in relation to a person. Here is a plain English translation provided by the Office for Disability:

'Everyone is different, including people with a disability. When we refer to people with a disability, we mean a person who has an impairment that affects their physical, mental, intellectual or sensory functions.'

One out of five Victorians has a disability, that's 20 per cent of the population. This includes:

- people with 'visible' disabilities
- people with mental illness or conditions such as depression or anxiety
- people recovering from accidents
- people who have chronic health issues and
- people who require some adjustments in the work

Any one of us could acquire a disability in our lifetime either for a short time or more permanently.'



From the perspective of people with disability

Things you can do to ensure that people with disabilities feel welcomed by your work unit or department and appreciated for their abilities, rather than noticed for their disability.

People with disabilities have commented that they have thought that they were not wanted; are fearful of being negatively judged on their disability and concerned that assumptions would be made about their abilities. This leads to concern about declaring a disability and applying for positions at all. (My Plus Consulting Limited, 2012).

Things you can do to ensure that people with disabilities feel welcomed by your work unit or department and appreciated for their abilities, rather than noticed for their disability.

- Do you have people with disabilities in your work unit or department?
- Do you have champions who are happy to disclose their disability and discuss any reasonable adjustments that have been made for them in your workplace?
- Does your website or promotional material profile employees with disabilities?
- Is your workplace featured on any disability industry websites?
- Does your department website have a diversity page?
- Does your unit or department have publicly available information about how disability is accommodated?
- Do you advertise roles on websites promoting roles for people with disability?
- Are your representatives attending careers functions briefed about discussing your welcoming applications from people with disabilities and accommodations for them?
- Do you have relationships with disability liaison officers from universities and TAFE?



Workplace or 'reasonable' adjustments in the public sector

Advice for public sector organisations to write a workplace adjustment policy and process.

- **Workplace adjustments advice for public sector organisations**

Advice on what public sector organisations should consider with workplace adjustments.

- **Our workplace adjustments policy and process**

A copy of the Victorian Public Sector Commission's workplace adjustment policy and process that you can adapt for your organisation.

Other resources on workplace adjustments

For more advice on adjustments, read:

- [Differences between workplace adjustments and flexible work](#)
- [Ways to make work more accessible for your team](#)
- [How to run inclusive meetings](#)
- [5 ways to support people with disability work remotely](#)
- [Supporting employees with autism adjust to working remotely](#)



Free confidential advice

For free confidential advice about the employment of people with disability, [contact JobAccess](#).



The recruitment process

The Best Practice Recruitment and Selection Toolkit will guide you through your recruitment and selection process.

Best Practice Recruitment and Selection Process

The [Best Practice Recruitment and Selection Toolkit](#) will guide you through your recruitment and selection process. It is useful for you to consider the experience you have had with people with disabilities as you work through and review your process for your next role. If you have not had relevant experience with people with disabilities, you could involve your team. As one in five Australians have a disability, someone in your team will have had experience you may be able to draw upon.

As you will know, there are a host of position functions or purposes and a host of disabilities, so there is not one single best practice recruitment and selection process. It is your task to review the requirements of your role and select the process which will facilitate your ability to identify the best person for the role. This will involve you identifying the key function or purpose for the role and the underpinning skills, personal qualities and/or knowledge which will deliver on that key function or purpose.

Once you have designed your process, consider a range of disabilities and whether your process will enable people with each of those disabilities to demonstrate their personal qualities, skills and knowledge in relation to those required for the role.

Many candidates with disabilities will have either good knowledge of how they might demonstrate the required qualities, skills and knowledge for a role, or they will have access to a support service which will provide you with assistance with this.

Resources and support

Additional resources that support with recruitment of a person with disability.

Advice and financial assistance for modifications are available through the [Commonwealth Job Access Initiative](#).

The DHHS Bar None Resource Guide provides some practical tips and guidance on hiring people with disability.

[Disability Discrimination Act 1992 \(cth\)](#)

Australian Network on Disability

The National Disability Strategy

The Victorian State Disability Action Plan

[Disability Act 2006 \(Vic\)](#)

[Victorian Equal Opportunity Act](#)

[Victorian Human Rights and Equal Opportunity Commission](#)

Your department or agency Disability Action Plan

Graduate Recruitment Understanding how disabled students search for jobs, My Plus Consulting Limited, UK, January 2012

VPSC publications that may be of interest:

[Best Practice Recruitment and Selection Tool Kit](#)

[Getting Recruitment Right](#)

[Mastering the Art of Interviewing and Selection](#)

The Capability Dictionary

