Disability Employer Resource
Manager, Supervisor and Retention

**Outcomes:**

* Executives, Managers and Supervisors are Disability Employment Confident.
* Employees with disability fulfil their position with workplace adjustments.
* Employees with disability have opportunities for skills and career development.

| **Strategies** | **Examples and Resources** | **Agency Readiness:** |
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| **Yes/No?** | **Actions Required** |
| Executives, Managers and Supervisors undertake **disability awareness training**. | * NDS disability understanding training
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| Executives and Managers are aware of the agency’s current **statistics** of employees with disability, the agency’s set **target** and their department’s KPIs for increasing the percentage in their department. | Example to assist:* Disability employment rates and retention issues are a standing item on the Corpex agenda.
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| Managers create opportunities for people with disability to **share information regarding disability** throughout recruitment and employment so workplace (reasonable) adjustments can be put in place, if required. | Examples of opportunities:* Job application forms (as an optional question), if adjustments required for the interview
* Interview / recruitment / job offer
* Visit to premises prior to first day
* First day and induction
* During employment:
	+ if workplace adjustments are sufficient or additional adjustments required
	+ annual review
* General staff surveys:
	+ to ascertain inclusion and accessibility of a workplace
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| **Workplace (Reasonable) Adjustments*** Agency has a workplace adjustments policy
* The Agency’s policy is available to all staff
* Workplace adjustments policy and processes are understood by Managers
* Managers access, if applicable and eligible, the Employment Assistance Fund to purchase work related adjustments for people with disability
* Allowances are included in annual budget submissions for substantial workplace adjustments to make premises accessible
 | Resources:* to apply for the Employment Assistance Fund visit the [Job Access website: EAF page](https://www.jobaccess.gov.au/employment-assistance-fund-eaf)
* Disability Employment Services can provide support with the application process
* NDS Working with Disability Employment Provider Factsheet
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| Some new employees with disability may benefit from the Manager/Supervisor arranging a ‘**buddy**’ to link and orient them to the workplace and culture. | Examples:* Physical familiarisation with a work environment for people with physical or visual impairment
* Cultural and/or social assistance for people with intellectual or mental health or neurological disability.
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| Employees with disability are equally represented in senior and **leadership roles** and are provided with **career development opportunities**. | Examples to assist:* When undertaking annual Performance Development Reviews employees with disability are actively encouraged to consider career progression pathways and are supported the same as all employees.
* Participation in mentoring programs.
* NDS mentoring program
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| Managers ensure **staff required tasks** are accessible or alternative ways are found to complete. | Examples:* completing timesheets, mileage claim forms, booking rooms, booking leave etc
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| Agency **work events** are inclusive and accessible. | Examples:* all meetings, including off-site events etc
* social functions
* consider aspects like accessibility, inclusive activities, meeting times and structure, audio loops, power point presentations etc
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| All employees have access to **Learning and Development and leadership development initiatives**. | Examples:* Employees with disability are invited and represented at leadership initiatives for skills development and career progression opportunities
* Online induction and learning modules are accessible.
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| All Agency material and communications (video, online, written) use **accessible information guidelines**. | Examples:* documents are available in Word format
* websites are accessible
* Videos are captioned
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| Employees are offered a **Personal Emergency Evacuation Plan**, which is updated annually. | Example:* Personal Emergency Evacuation Plans are applicable to disability, mental health, pregnancy etc.
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