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:** | |
| --- | --- | --- | --- |
| **Yes/No?** | **Actions Required** |
| Executives, Managers and Supervisors undertake **disability awareness training**. | * NDS disability understanding training |  |  |
| 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. |  |  |
| 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 |  |  |
| **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 |  |  |
| 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. |  |  |
| 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 |  |  |
| 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 |  |  |
| 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 |  |  |
| 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. |  |  |
| 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 |  |  |
| 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. |  |  |