

# 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?	Agency Readiness: Actions required
Executives, Managers and Supervisors undertake <b>disability awareness training</b> .	<ul style="list-style-type: none"> <li>• NDS disability understanding training.</li> </ul>		
Executives and Managers are aware of the agency's current <b>statistics</b> of employees with disability, the agency's set <b>target</b> and their department's KPIs for increasing the percentage in their department.	<p>Example to assist:</p> <ul style="list-style-type: none"> <li>• Disability employment rates and retention issues are a standing item on the Corpex agenda.</li> </ul>		



<b>Strategies</b>	<b>Examples and resources</b>	<b>Agency Readiness: Yes/No?</b>	<b>Agency Readiness: Actions required</b>
<p>Managers create opportunities for people with disability to <b>share information regarding disability</b> throughout recruitment and employment so workplace (reasonable) adjustments can be put in place, if required.</p>	<p>Examples of opportunities:</p> <ul style="list-style-type: none"> <li>• Job application forms (as an optional question), if adjustments required for the interview</li> <li>• Interview / recruitment / job offer</li> <li>• Visit to premises prior to first day</li> <li>• First day and induction</li> <li>• During employment: <ul style="list-style-type: none"> <li>• if workplace adjustments are sufficient or additional adjustments required</li> <li>• annual review</li> </ul> </li> <li>• General staff surveys: <ul style="list-style-type: none"> <li>• to ascertain inclusion and accessibility of a workplace.</li> </ul> </li> </ul>		
<p><b>Workplace (Reasonable) Adjustments</b></p> <ul style="list-style-type: none"> <li>• Agency has a workplace adjustments policy</li> <li>• The Agency’s policy is available to all staff</li> <li>• Workplace adjustments policy and processes are understood by Managers</li> <li>• Managers access, if applicable and eligible, the Employment Assistance Fund to purchase work related adjustments for people with disability</li> <li>• Allowances are included in annual budget submissions for substantial workplace adjustments to make premises accessible</li> </ul>	<p>Resources:</p> <ul style="list-style-type: none"> <li>• to apply for the Employment Assistance Fund visit the Job Access website: <a href="https://bit.ly/350kOkj">EAF page</a> <a href="https://bit.ly/350kOkj">https://bit.ly/350kOkj</a></li> <li>• Disability Employment Services can provide support with the application process</li> <li>• NDS Working with Disability Employment Provider Factsheet.</li> </ul>		

<b>Strategies</b>	<b>Examples and resources</b>	<b>Agency Readiness: Yes/No?</b>	<b>Agency Readiness: Actions required</b>
<p>Some new employees with disability may benefit from the Manager/Supervisor arranging a <b>'buddy'</b> to link and orient them to the workplace and culture.</p>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• Physical familiarisation with a work environment for people with physical or visual impairment</li> <li>• Cultural and/or social assistance for people with intellectual or mental health or neurological disability.</li> </ul>		
<p>Employees with disability are equally represented in senior and <b>leadership roles</b> and are provided with <b>career development opportunities</b>.</p>	<p>Examples to assist:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Participation in mentoring programs.</li> <li>• NDS mentoring program.</li> </ul>		
<p>Managers ensure <b>staff required tasks</b> are accessible or alternative ways are found to complete.</p>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• completing timesheets, mileage claim forms, booking rooms, booking leave etc.</li> </ul>		
<p>Agency <b>work events</b> are inclusive and accessible.</p>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• all meetings, including off-site events etc</li> <li>• social functions</li> <li>• consider aspects like accessibility, inclusive activities, meeting times and structure, audio loops, power point presentations etc.</li> </ul>		

Strategies	Examples and resources	Agency Readiness: Yes/No?	Agency Readiness: Actions required
All employees have access to <b>Learning and Development and leadership development initiatives.</b>	Examples: <ul style="list-style-type: none"> <li>• Employees with disability are invited and represented at leadership development initiatives for skills development and career progression opportunities</li> <li>• Online induction and learning modules are accessible.</li> </ul>		
All Agency material and communications (video, online, written) use <b>accessible information guidelines.</b>	Examples: <ul style="list-style-type: none"> <li>• documents are available in Word format</li> <li>• websites are accessible</li> <li>• Videos are captioned.</li> </ul>		
Employees are offered a <b>Personal Emergency Evacuation Plan</b> , which is updated annually.	Example: <ul style="list-style-type: none"> <li>• Personal Emergency Evacuation Plans are applicable to disability, mental health, pregnancy etc.</li> </ul>		

This project is a NDIS Information, Linkages and Capacity Building (ILC) initiative.



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