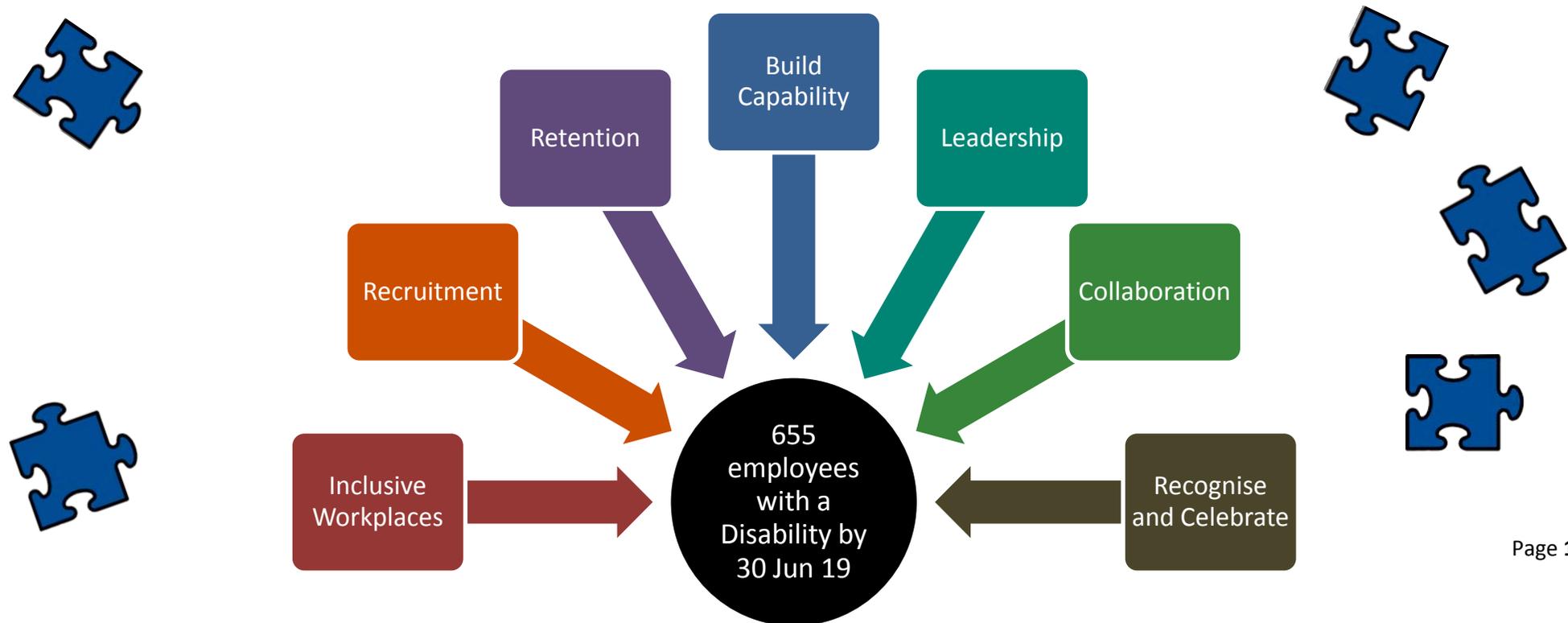# People with Disability Employment Framework

**Defining Statement:** An important aim of the ACT Government is to make a positive difference in the lives of People with Disability and their families. Providing genuine employment options is a crucial part of enabling People with Disability to have as independent a life as possible. The ACT Government acknowledges the expertise and insights that People with Disability can provide to improve Government policy development and service delivery. This Employment Framework aims to build our confidence as an organisation to employ People with Disability in a great variety of roles across the Service and give staff with Disability opportunities to realise their potential. By 30 June 2019, the ACT Government is committed to employing at least 655 People with Disability. This Framework establishes the actions to be used across the Service to achieve this goal, becoming a disability-confident organisation that can attract and retain People with Disability and provide genuine career opportunities for existing employees.

Retention

Build Capability

Leadership

Recruitment

Collaboration

655 employees with a Disability by 30 Jun 19

Inclusive Workplaces

Recognise and Celebrate

## Accountability | At least 655 employees with Disability by 30 June 2019

Directorate-specific targets are determined annually by the Head of Service and are incorporated into Directors-General Performance Agreements|Directors-General report on progress at Legislative Assembly Hearings|Workforce data is reported in the annual State of the Service Report| Directorates receive quarterly reporting updates to provide a snapshot of progress against targets

### Inclusive Workplaces

Develop an ACTPS Network for Staff with Disability* and directorate-specific Disability Networks

Continue living the principles of Respect, Equity and Diversity (RED) to create positive and inclusive work environments where diversity is celebrated

Continue a 'zero tolerance' approach to bullying, harassment and discrimination and maintain comprehensive policies and resources to support the effective, efficient resolution of workplace issues as they arise

Collect workforce data, analyse risk points and monitor for continuous improvement**

### Recruitment

Bring innovation to employment pathways and promote awareness of career paths into the ACTPS (e.g. Australian School Based Apprenticeships, work experience for students, Australian apprenticeships, general entry), including establishing links with tertiary institutions*

Directorate participation in whole-of-government Inclusion and Disability employment programs

Use designated positions as provided for in the employment framework

Engage with external Disability recruitment organisations

### Retention

Seek the input of staff with Disability in respective ACTPS policies, procedures and initiatives*

Develop an ACTPS Commitment to Disability Employment* and directorate-based Disability Action Plans/workforce strategies

Use the Performance Framework to identify opportunities for career development and progression

Pilot and evaluate internal/external mentoring opportunities for staff with Disability

Bring innovation to job design, including part-time and job-share arrangements and activity-based work

### Build Capability

Establish an Inclusion Practitioners Group for managers, HR and/or diversity officers to share experiences and learning*

Continue embedding disability confidence across all directorates

Promote and utilise the Managers' Guide for Disability in the Workplace, the Reasonably Adjustment Policy and the Employment Portal

Support disability confidence training for managers/supervisors and selection panel members as required

Encourage staff participation in Inclusion Networks

Maintain membership to the Australian Network on Disability and coordinate associated training across the ACTPS*

### Leadership

Develop staff with Disability for leadership roles

Recruit Senior Executives who identify as a Person with a Disability and sustain/improve current levels of representation

Ensure executives act as champions of diverse and inclusive workplaces and model the values of Respect, Equity and Diversity as per the RED Framework

Ensure executives role model disability confidence and an ongoing commitment to learning

### Collaboration

Engage and consult with staff and community stakeholders

(e.g. PWDACT, Women with Disability ACT, Aspergers ACT, Vision Australia, ADACA, Advocacy for Inclusion)

Promote available community resources to staff (e.g. involvecbr.com.au, actinclusion.com.au)

Utilise staff surveys, exit surveys, Inclusion Networks and Practitioner Groups as avenues to obtain feedback and input from staff with Disability towards continuous improvement

### Recognise and Celebrate

Bring innovation when celebrating and recognising disability-related events (e.g. International Day of People with Disability)

Promote and celebrate a diverse workforce and disability confidence

Promote employment conditions that support flexible work and a healthy work-life balance

**Notes**

**1.** This Framework provides overarching guidance regarding the various activities that may be used to attract and retain a diverse workforce. All directorates either already have, or are in the process of developing a People with Disability Strategy based upon directorate-specific targets issued by the Head of Service in support of employing at least 655 employees with Disability by 30 June 2019. Refer to directorate-specific strategies for further information on actions, timeframes, reporting etc.

**2.** *Denotes whole-of-government initiatives led by the Workforce Capability and Governance Division (WCAGD) in the Chief Minister, Treasury and Economic Development Directorate. All other activities are to be considered for incorporation into directorate-specific employment strategies.

**3.** ** Directorates are responsible for monitoring their own progress towards targets issued to their Director-general by the Head of Service. To support this process, WCAGD will issue a quarterly workforce status update that provides an overview of progress towards employment targets. WCAGD also facilitate the reporting of relevant workforce data in the annual State of the Service report.