

Employer Vacancy Service

**Broadcast your opportunities at no cost to attract
and employ people with disability**



Australian Government

jobaccess.gov.au | 1800 880 052

What is the Employer Vacancy Service?

The National Disability Recruitment Coordinator (NDRC) provides a free job vacancy distribution service for businesses – big and small – to promote their vacancies to a national network of Inclusive Employment Australia providers.

By sharing your vacancy with the NDRC, you broaden the talent pool of candidates to be considered for your roles. You also create real opportunities for people who want to be judged on their merits but may encounter barriers to get that initial ‘fair go’ in the recruitment process.

The NDRC is the employer engagement service of JobAccess, working side-by-side with large employers through a free, expert and tailored 12-month partnership.

The partnership provides employers with practical recommendations to implement long-term, sustainable changes that help improve workplace accessibility and inclusion.

Are you ready to send a vacancy? Here are a few things to consider

When advertising a vacancy via the NDRC:

- Be clear on what the role involves – what are the essential tasks? Have you made these expectations clear in the job description?
- Nominate a key contact to manage inquiries about the vacancy and provide any access requirements
- Consider how you will run the interview process – is the location of the interview accessible?
- Are your recruiters / hiring managers across the ‘basics’ of disability awareness – in particular, managing disclosure of disability during the interview process?

Make your recruitment processes accessible

Most people with disability do not require any adjustments during the recruitment process or on the job. Often a small adjustment might be all that is required to make a big difference:

- Focus on what is to be achieved in a job rather than on how it's done
- Prioritise essential skills above desirable skills
- Avoid internal jargon in the position description or job advertisement — make it easy to read and understand
- Provide information about the role in alternative formats if required
- Ensure information requested in application forms is to the point

Getting started

The NDRC can promote your opportunity to the national network of Inclusive Employment Australia, reaching thousands of people with disability with a broad range of interests, skills and experience who are looking to work.

All you need to do to is:

- Speak to an NDRC Professional Adviser by calling us on **1800 464 800**
- Email us at jobs-ndrc@genu.org.au
- Complete the [JobAccess vacancy lodgement form](#)

Once the vacancy is closed, we will send you a very brief, confidential survey to get feedback on its outcome and impact.

It's easy!

Are your online processes barrier free?

Here are some tips to ensure your online process attracts as many suitable candidates as possible:

- Ensure your website's recruitment page is accessible and includes information on where people with disability can request support or adjustments
- Ensure images and non-text items have text labels so that people with vision impairment can use the site using screen reading software
- Check that any automated scanning and sorting software does not discriminate against people with disability
- Ensure that all online tests are accessible and non-discriminatory

Remember – you don't have to do this on your own. There are a range of support and advisory services available to employers at no cost, including JobAccess – whose expertise you can draw on at any time.

Support at the coal face: Inclusive Employment Australia

Inclusive Employment Australia are funded by the Australian Government to help employers recruit and retain employees with disability.

What support can you expect from Inclusive Employment Australia?

Inclusive Employment Australia providers offer a range of free services. It ensures that both employees and employers receive all the assistance necessary to address and manage any disability-related issues and potential barriers that could get in the way of obtaining employment, satisfactory work performance and support job retention long-term.

These services generally include:

- Professional recruitment advice and job matching
- Help with job design
- Provision of on-the-job or off-site training and support to employees with disability and employers
- Help for employees who may have difficulty fulfilling the essential requirements of their role due to their injury, disability or health condition, advice on financial support and incentives, workplace modifications, assistive technology, training information and awareness raising activities and wage subsidies

For more information about the JobAccess Vacancy Service, visit the JobAccess website or call **1800 464 800** to speak with a Professional Adviser.