How do I recruit a person with disability?

The same way you might recruit any employee. It is likely that you have employed many people with disability without even being aware of it. There is no obligation for people to share information about their disability status unless it affects their ability to do the job. The vast majority of Australian Public Service (APS) employees with disability were recruited through standard recruitment processes and competed on merit with other candidates.

Using an affirmative measure. You may wish to use a targeted measure under the Australian Public Service Commissioner’s Directions 2013 (the Directions) to recruit a person with disability.

While engagement and promotion decisions in the APS are based on merit, the Directions allow for certain exceptions to the standard provisions. These include three measures for the employment of people with disability in the APS:

a. Clause 2.16 provides an affirmative measure which allows vacancies to be restricted to people with intellectual disability.

b. Clause 2.17 provides an affirmative measure allowing the employment of a person with disability where a Disability Employment Service provider has assessed that person as being unable to compete on merit.

c. Clause 2.17A provides for agencies to advertise a vacancy using the RecruitAbility scheme, which allows an eligible person to advance to the next stage of the selection process.

Affirmative measure for people with intellectual disability

Clause 2.16 of the Directions provides an affirmative measure for people with intellectual disability. Agency heads can use this clause to identify particular vacancies as open only to applicants with intellectual disability.

The vacancy must be advertised in the Public Service Gazette and the applicants assessed on merit.

Applicants will need an appropriate referral or assessment by a registered medical practitioner or a Disability Employment Service (DES) provider as evidence of their intellectual disability. Based on the role, agencies can specify whether someone with a mild or moderate intellectual disability is most appropriate.

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1 The APS Employment Principles set out in section 10A of the Public Service Act 1999 include the merit principle.
Recruiting a person with disability using affirmative measures

STEPS

a. Define your business needs and document the role.

b. Discuss with a DES provider the role requirements, job design, required skill set and ongoing support they can offer.

c. Advertise the role in the Gazette, noting that ‘the filling of this vacancy is intended to constitute an affirmative measure under Clause 2.16 of the Australian Public Service Commissioner’s Directions 2013 and is restricted to people with an intellectual disability’.

d. Let your team know of any restrictions to the new recruit’s tasks and duties.

Affirmative measure for people with disability who are unlikely to compete on merit

Clause 2.17 of the Directions provides an affirmative measure that enables agencies to engage a person with disability who is likely to be unable to compete successfully in a competitive merit selection process.

The assessment that the person is likely to be unable to compete on merit is made by a DES provider.2

A DES provider must also be consulted in the design and creation of the vacancy and confirm that the duties are suitable for the person with disability.

DES providers can help agencies with expertise and practical support, such as:

- settling-in advice and ongoing support, such as reasonable adjustments and training plans
- identifying any potential barriers in the workplace
- help with matching tasks to the individual’s capabilities.

You can find a DES provider:

- via the Australian JobSearch website
- by calling 1800 464 800, or
- by using the JobAccess online enquiry form.

See also Information sheet: Using a Disability Employment Service provider.

If you have multiple vacancies, the National Disability Recruitment Coordinator (NDRC) can assist. The NDRC also provides free advice and assistance to agencies to develop recruitment practices that will better support the employment of people with disability.

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2 Disability Employment Service providers are registered with the Department of Social Services to facilitate access to employment for persons with disability.
Recruiting a person with disability using affirmative measures

**STEPS**

a. Define your business needs and document the role.

b. Engage a DES provider.

c. Discuss with the provider the role requirements, job design, required skill set and ongoing support they can offer.

d. Let your team know of any restrictions to the new recruit’s tasks and duties.

**RecruitAbility**

Clause 17A of the Directions provides for the RecruitAbility scheme.

RecruitAbility aims to attract and develop applicants with disability and also facilitate cultural change in selection panels and agency recruitment.

Under the scheme, applicants with disability who opt in and meet minimum requirements of the role are advanced to a further stage in the selection process (usually an interview). Merit remains the basis for engagement and promotion.

Since 1 January 2015, agencies have been able to apply RecruitAbility to all vacancies, including Senior Executive Service vacancies across the APS. The scheme is not intended to be limited to jobs requiring knowledge or understanding of disability issues.

For further information see:

a. RecruitAbility Scheme: A guide for agencies

b. RecruitAbility Scheme: A guide for applicants

To search for RecruitAbility jobs:

a. Go to the APSjobs.gov.au Quick Search page

b. Select the ‘RecruitAbility’ tickbox

c. Click ‘Search’—a list of jobs will appear.