# Employer Enablement Framework

A step-by-step guide to help your organisation hire suitably skilled jobseekers with disability.

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# The Employer Enablement Framework

**Australian Disability Network** developed a comprehensive framework to support employers in successfully recruiting people with disability based on more than a decade's research. **The Employer Enablement Framework** addresses employment barriers by focusing on building employer capability and confidence through four interconnected phases:

| Step 1: Engage | Step 2: Equip | Step 3: Deliver | Step 4: Review |
|---|---|---|---|

For any unfamiliar terminology there is a glossary on page 7 with links to how Australian Disability Network can support the implementation of this framework.

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## Step 1: Engage

Gain Senior Leadership commitment to support the project and to attend training.

Benchmark Current Practices in relation to the inclusion of people with disability.

Understand your organisation's current and future operations and workforce to identify the target number of roles.

Appoint a Senior Champion to lead the project.

Decide on the roles and/or departments that will be included.

Ensure your HR/ Recruitment team are briefed and have the flexibility to attend Disability Confidence Training and engage in the project.

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## Step 2: Equip

Complete a Recruitment Review of current practices, create an implementation plan in collaboration with Recruitment team.

Undertake a Dignified Access Review of your physical workplace to identify opportunities for improvements and action those that can be addressed immediately.

Develop and implement a Workplace Adjustment Policy and Procedure.

Implement Disability Confidence Training – ensure attendance of, or participation by Senior Leaders, HR/ Recruitment team, managers, supervisors and Environment, Health Safety Teams.

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# Step 3: Deliver

Commence recruitment using disability confident recruitment providers. Ensure they understand your organisation and the role by using a Job Analysis Tool to breakdown the essential requirements of the role.

Consider all talent pipelines including Disability Employment Services, Disability Confident Recruiters and Universities via Disability Student Services.

Invite suitably skilled jobseekers with disability to apply in role advertisements and ensure all job adverts offer adjustments going forward.



Support line managers to implement Workplace Adjustments and provide post placement support as needed.

![Australian Disability Network logo]

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## Step 4: Review

Seek feedback, and make refinements to your Framework where needed.

Celebrate milestones and share with your broader organisation and industry peers.

Ensure meetings and communications are inclusive, offer and implement adjustments.

Myth-bust Outdated Assumptions around disability.

Monitor progress of recommendations and actions from Step One and Two.

Remember, disability can happen to any of us, at any time.

Continue to regularly benchmark your disability inclusion practices.

# Employer Enablement Framework Glossary

| Term | Explanation | How Australian Disability Network can help |
|---|---|---|
| Benchmark current practises | Understand your current state of inclusion, identifying your strengths, and opportunities. | Access and Inclusion Index |
| Senior Champion | A senior leader who actively promotes disability inclusion, ensures legal compliance, and advocates for accessible practices that support employees and customers with disabilities. | Employee Resource Groups |
| Recruitment review | Review of an organisations recruitment processes to identify any unintentional barriers in current practices. | Disability Confident Recruiter Recruiting and careers - Australian Disability Network |
| Dignified access review | An assessment of workplace accessibility that evaluates whether the physical environment provides barrier-free, welcoming access for people with disabilities in compliance with legal standards. | Dignified Access Review |

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| Term | Explanation | How Australian Disability Network can help |
|------|-------------|--------------------------------------------|
| Workplace Adjustment Policy/Procedure | A formal policy outlining how an organisation will provide reasonable accommodations and modifications to enable employees with disabilities to perform their roles effectively. | Workplace Adjustments |
| Disability Confidence Training | Training that builds staff knowledge and skills, in supporting people with disabilities, promoting inclusive practices and reducing barriers in the workplace. | Disability Confident eLearn Modules<br>Facilitated Training for Individuals |
| Job Analysis Tool | A structured method used to define and document the responsibilities, skills, and essential requirements of a role. | Job analysis and customisation \| Job Access |
| Mythbusting assumptions | Challenging unconscious bias towards the inclusion of people with disability. | Choose Inclusion this IDPwD 2024 - Australian Disability Network |

# About Australian Disability Network

Australian Disability Network is Australia's peak body helping employers to build the confidence and capability to welcome and include people with disability as employees and as customers.

With a network of over 450 of Australia's leading businesses and institutions, we are the only employer-led network in Australia focused on the inclusion of people with disability.

Our insights and strategies have been built over two decades of consultation with members and international experts. We have the expertise to implement **The Employee Enablement Framework** for your organisation. Reach out to info@AusDN.org.au or ph (02) 8270 9200 for more information.

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