

RECRUITING PEOPLE WITH DISABILITY

PARTICIPATE IN WHOLE OF GOVERNMENT PROGRAMS

For details of individual programs contact the Employment Inclusion Manager William Towler.
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CURRENT PROGRAMS

1. [Graduate Program](#) (identified inclusion)
 - EOI May 2017 for Feb 2018 commencement
 - Employed as ASO4 advancing to ASO5 after 10 months
2. Inclusion Traineeship
 - EOI Oct/Nov 2017 for Feb 2018 commencement
 - Employed as ASO1 advancing to ASO2 after 12 months

FUTURE PROGRAMS

3. [Internship for current tertiary students](#)
 - In partnership with the Australian Network on Disability
 - Program will run in Aug/Sept 2017 and in Jan/Feb 2018 for a 6 week period
 - Employed as an ASO2 or 3 as required.
4. ASBA (Australian School Based Apprenticeship).
 - EOI Oct 2017 for Feb 2018 commencement
 - Candidates work 1 day per week at a rate of \$90 per
 - Employment period can last up to 2 years

STANDARD MERIT RECRUITMENT PROCESS

Position is advertised to all, through [Jobs ACT](#) at a minimum. Advertisement should include a statement to encourage diversity applications. Advice on the standard merit process is available [here](#)

PERMANENT POSITIONS*

Note: An application does not necessarily require a written response to the Selection Criteria (SC). Rather, the selection committee must make a comparative assessment of applicants based on each applicant's claims against the SC.

All advertisements must state the SC for the position. If the requirement is for applicants to provide a written response to the SC, this should be stipulated in the advertisement and should not exceed five SC.

Selection committees must consist of a minimum of 3 people.

Applicants can be assessed either on written applications and/or interview, or other assessment method.

For permanent positions the best person for the job is to be selected (with no preference given to ACTPS officers over temporary employees).

The average time to complete this process is 45 days

REASONABLE ADJUSTMENT

*Reasonable adjustment may be required. Contact with applicants prior to selection process is recommended to determine if reasonable adjustments are required.

TEMPORARY POSITIONS*

Positions cannot exceed 12 months, unless specified for fixed term projects.

Preference given to ACTPS officers over temporary employees, unless the engagement of an employee is consistent with a management strategy to be an equitable employer (as set out in Section 8 of the [Public Sector Management Act 1994](#)).

Less than 3 months: EOI to canvas available ACTPS officers, optional. (Some directorates maintain and access in-house temporary registers).

Section 8 of the [Public Sector Management Act 1994](#) may allow equitable employment over merit and doesn't require an EOI for positions less than 3 months

More than 3 months: to be advertised on [Jobs ACT](#) and a prescribed selection process conducted.

IDENTIFIED POSITIONS*

Identify an existing position or create a new position with an [Establishment Variation Authority](#) (this form is required for any position change).

Fill either by:

1. **advertising** (open only to people with disability); or
2. **direct appointment** to a position through an employment provider ([under section 13 of the Public Sector Management Standards](#)). An employment provider can be used for both temporary and permanent vacancies.

Disability Employment Service (DES) providers will also be able to assist with any workplace adjustment required, such as equipment and staff training upon commencement of employment.