



Accessible Job Advertisement Guide



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STEP 1. UNDERSTAND THE JOB:

Before you advertise a role with your company or organisation, have a clear understanding of what is essential to the role.

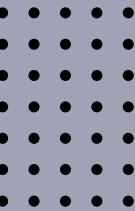
Consider what the minimum qualifications and levels of experience are to successfully perform the role.

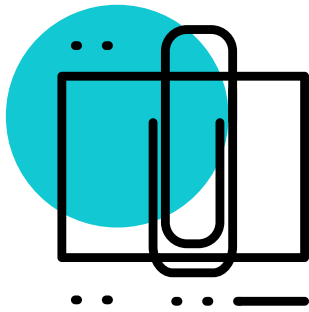
If possible, consider some alternative measures of candidate suitability to the role, other than experience and qualifications. These could include a candidate's passion, motivation or lived experience.

Think about what skills and abilities are absolutely essential to performing the role and what skills and abilities are desirable, but ultimately can be negotiated. For example, while it might be convenient for a candidate to hold their driver's licence to travel between sites, could they use an alternative means of transport?

STEP 2. CONSIDER THE TYPES OF EMPLOYMENT:

You will need to determine how many hours of work per week are necessary to complete the duties of the position you are advertising. If the tasks and duties of the role you are advertising require a full-time workload of 38 hours, you could consider being open to 'job-sharing' the position amongst two part-time employees. Part-time work is more accessible for some people with disability, as full-time work may not be suitable for their health and well-being.





Once you have understood what minimum required qualifications and skills are needed to perform the job you are advertising, make sure that this information is presented in a way that is accessible.

STEP 3. CREATE AN ACCESSIBLE JOB ADVERTISEMENT:

Once you have understood what minimum required qualifications and skills are needed to perform the job you are advertising, make sure that this information is presented in a way that is accessible.

- Write in Plain English or Easy Read and don't use vague industry-specific terms or jargon in your job description. For example, rather than stating 'must be able to meet KPI's', list the specific tasks a candidate must be able to fulfil to satisfy the requirements of the role.
 - For advice about writing in Plain English, see the Australian Government's **digital guide to writing in Plain English** and Plain English Campaign's **guide to writing in Plain English**.
 - For advice about preparing Easy Read documents, see the **Office for Disability Issues NZ's guide to writing in Easy Read**.
- Post your job advertisement with screen magnifier accessibility in mind:
 - Make sure both the job advertisement documents and the website they are hosted on are accessible to people using screen magnifying technology.
 - For information about producing screen magnifier accessible documents and webpages, see **W3C's Clear Layout and Design Guide**.



Post your job advertisement with screen reader accessibility in mind

- Post your job advertisement with screen reader accessibility in mind:
 - For information about producing screen reader accessible Microsoft Word documents, see Microsoft's **guide to creating accessible documents in Microsoft Word**.
 - For information about producing screen reader accessible Adobe PDF documents, see **Adobe's accessibility website**.
 - Make sure you upload a copy of any documents relating to the job advertisement such as the position description or key criteria in both a Microsoft Word format and PDF format so that it is compatible with a larger variety of screen reading technology.
- Welcome members of the Deaf community to apply for your role by having your job advertisement translated into Auslan.
- Keep sentences and paragraphs short and concise. Make sure there is no unnecessary information in your job advertisement.
- Avoid asking for subjective traits such as 'professional' or 'dependable' which are hard to quantify. Instead, ask for qualities that can be demonstrated within a work context such as 'able to complete tasks within a given timeframe'.
- Consider withholding the skills and abilities that are 'desirable' for the role from your job advertisement and only listing skills and abilities that are necessary to perform the role.
- Provide an alternative means of applying to the role other than submitting a written application. For example, you might offer candidates the option to apply verbally over the phone or in a face-to-face meeting.
- At the end of the advertisement, include a statement about being an Equal Opportunity Employer and invite people with diverse lived experiences, such as LGBTI+ people with disability, to apply for the role.

After you have made these considerations, review the example below, and use the template (pages 8-10) to develop an accessible job advertisement for your organisation.

JOB TITLE: *Administration Officer*

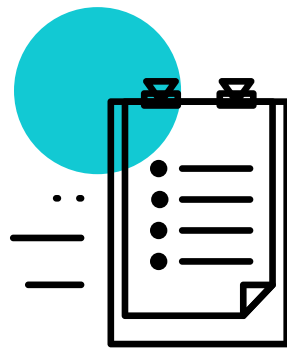
BUSINESS NAME: *National LGBTI Health Alliance*

ABOUT THE ORGANISATION: Provide a brief summary of what your organisation does here. Include a brief statement about your organisation's commitments or initiatives towards promoting diversity if there are any. For example:

As the national NGO peak body for LGBTI health in Australia, our mission is to provide a national focus to improve health outcomes for LGBTI people through policy, advocacy, representation, research evidence, and capacity building. Our vision is for a healthy lesbian, gay, bisexual, trans/transgender, intersex, and other sexuality, gender, and bodily diverse people and communities throughout Australia and the world, free from stigma and discrimination.

ABOUT THE ROLE: Provide a simple brief summary of the role here. Describe the purpose of the position and how the role fits into the organisation. For example:

The National LGBTI Health Alliance is seeking an administration officer to act as the first point of contact to answer the enquiries of members of the public. The administration officer will also offer support to all staff members by being responsible for general office administrative tasks, such as organising meetings, maintaining the supply of office equipment and managing invoicing.



In a dot-point format, specify the day-to-day tasks involved in the role.

THE (INSERT POSITION) WILL BE RESPONSIBLE FOR: In a dot-point format, specify the day-to-day tasks involved in the role. Make sure you use language that is simply and easy to understand so that a candidate knows what is expected of them. Focus on *what* tasks need to be achieved rather than *how* the tasks should be achieved. For example:

- Responding to email enquiries from members of the public.
- Answering incoming calls from members of the public.
- Ordering and maintaining office supplies.
- Managing and documenting invoices and receipts.

TO BE A SUCCESSFUL CANDIDATE FOR THIS ROLE YOU WILL NEED: In a dot-point format, list the essential criteria to the role. Make sure you use language that is simple and easy to understand so that a candidate knows what is expected of them. Offer candidates flexibility around the fulfilling the essential criteria where possible. For example:

Previous experience in administration role, or the motivation to learn new skills.

Knowledge of the Australian LGBTI health sector, or a passion for the health and rights of LGBTI+ people.

HOW TO APPLY FOR THIS POSITION: To make the application process more accessible, be specific about what you would like a candidate to address in their cover letter. Some people with disability find it difficult to work out what to include in a cover letter if it isn't specified. Rather than stating 'address key selection criteria in a cover letter', you could have a series of questions that candidates can answer in their cover letter. For example:

To apply for this position, please send us a copy of your resume and answer the following questions in a cover letter:

- Why are you interested in applying for this position?
- What skills and qualities can you bring to the role?
- Are you passionate about the health and rights of LGBTI+ people?

To make the application process more accessible, you could also consider offering alternative options to submitting a written job application. An alternative to submitting a written job application online could be doing a verbal application over the phone. For example:

You can apply verbally over the phone or through a face-to-face meeting if you cannot submit a written application. You will need to tell us about your previous work experience, your suitability for this role and your answers to the above questions.

*Please call **insert number** to arrange an alternative method of applying for this position.*

We are an Equal Opportunity Employer and we encourage people from diverse backgrounds including people with disability, LGBTI+ people and Aboriginal and Torres Strait Islander people to apply.

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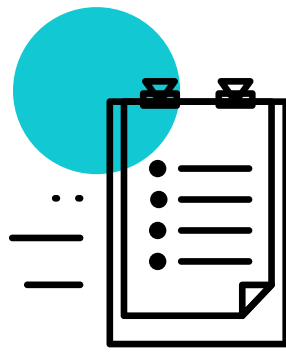
After you have made these considerations, use the example below to create an accessible job advertisement in the blank template below.

JOB TITLE:

BUSINESS NAME:

ABOUT THE ORGANISATION:

ABOUT THE ROLE:



In a dot-point format,
specify the day-to-day
tasks involved in the role.

THE (INSERT POSITION) WILL BE RESPONSIBLE FOR:

**TO BE A SUCCESSFUL CANDIDATE FOR THIS ROLE YOU WILL
NEED:**

HOW TO APPLY FOR THIS POSITION:

[Empty space for application instructions]

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