

# Information for Agencies

## Overview

Ensuring a diverse workforce that reflects our community helps our public sector to deliver exceptional services for South Australians.

The Office of the Commissioner for Public Sector Employment (OCPSE) is committed to supporting agencies and Disability Employment Service (DES) providers to create positive, accessible and inclusive work places.

The Australian Federal Government funds a national network of Disability Employment Service (DES) providers to support people with a disability to prepare for, secure and maintain work. As part of the partnership and strategy to improve employment outcomes in the public sector for people with a disability, the OCPSE has prepared information to help you advertise targeted public sector roles through [JobAccess](#).

## How to Advertise Targeted Public Sector Vacancies

Agencies can advertise roles on the JobAccess job board in two ways:

- 1 Employers fill in the online lodgement form at [www.workfocus.com/employer-vacancy](http://www.workfocus.com/employer-vacancy) to share the vacancy with [JobAccess](#)
- 2 Vacancy alerts can be emailed, including the link to the advertisement and any other relevant information, to [jobs.ndrc@workfocus.com](mailto:jobs.ndrc@workfocus.com)

[JobAccess](#) will notify South Australian DES providers that have registered with us. DES providers can then nominate any **suitable** candidates they have on their registers.

An information sheet, [Accessing SA Public Sector Job Vacancies a Guide for Disability Employment Service Providers](#), is available to assist DES providers with details regarding eligibility, to apply for internal public sector roles and how to search for roles on the [I WORK FOR SA](#) jobs board.

## Disability Employment Opportunity Programs

The *Public Sector Act 2009*, Section 65 enables an employment opportunity program to be declared to assist persons of a defined class to gain employment, training or experience in the public sector. Under this provision, an Employment Opportunity Programs/Disability Employment Program was gazetted (Notice, 12/2017) which outlines that:

- ◀ Candidates registered with a DES provider can apply for all government internal vacancies, even if they are not currently employed in the public sector.
- ◀ The age criteria for public sector traineeships has been expanded from 17-30 to 17-35 years for people who have a declared disability.

## How can a DES provider assist me to employ people with a disability?

DES providers will support employers and employees with disability employment and help ensure that staff with a disability are supported to perform in their role.

DES providers offer a range of support tools **at no cost**, including:

- ◀ on-the-job or off-site training and support to ensure new employees with a disability settle into their job
- ◀ access to workplace modifications if they are required.

## Contact

For more information or assistance, please email: [OCPSEmploymentPrograms@sa.gov.au](mailto:OCPSEmploymentPrograms@sa.gov.au)

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## Checklist: Getting the most from a DES provider

As an employer, you can expect the following services from the successful candidate's DES provider during the various phases of recruitment and employment:

### Job applications

- provide a candidate's professional resume tailored to the job and listing current referees
- describe the candidate's competencies and how they meet the requirements of the job
- explain any changes or reasonable adjustments required and how the provider might facilitate these
- prepare the candidate for interview
- provide information on how DES intends to support the candidate once in employment
- provide advice on government incentives and subsidies

### On commencement

- identify tasks that the candidate may need support with and recommend appropriate communication and workplace adjustments should these be required
- provide a copy of the candidate's Employment Support Plan which outlines the nature and timing of support DES will provide to the employer and candidate, at various stages of the employment lifecycle

### Induction

- identify tasks where support may be required
- come to an agreement with you on how support will be provided
- discuss who will provide feedback to the employee
- schedule support during the probationary period
- inspect and review workplace adjustments
- train co-workers as required

### Probationary period (if needed)

Your DES provider should:

- review the employee's initial progress
- hold regular feedback sessions with both you and the employee
- schedule support for the retention and support period

### Retention and support

- be available for weekly or fortnightly feedback sessions, as appropriate
- review support given and modify as required, confirm support arrangements over the next six months and beyond
- if required, provide clear information