

Resource 31: Reflecting inclusive values in job descriptions

Expectations about behaviour are met: Welcome

Job description and design

When developing job descriptions or duty statements for paid or voluntary positions it is important to consider what is to be achieved in the position (the inherent requirements) rather than how it is to be achieved. This provides some flexibility for people, particularly for people with a disability, to demonstrate how they can complete the inherent requirements of the position. For example, an employee is required to record the minutes from meetings. They have a physical disability that prevents them from taking shorthand but they are able to take information on a Dictaphone and then transcribe that information. Taking shorthand is, therefore, not an inherent requirement of the job.

For paid positions, consider whether formal/educational qualifications or specific work experience are essential to the position. In some instances women, people with a disability, people from culturally and linguistically diverse communities (particularly migrants and refugees) and Indigenous Australians may have less employment experience as they may have previously had difficulties obtaining employment.

Other points to consider:

- The job specification is consistent with the job requirements.
- What are essential criteria and desirable criteria.
- The amount of experience required is justifiable for effective performance.
- There are no unnecessary English-language qualifications that may not be required to do the job.
- What communication skills are necessary.
- How criteria will be assessed: interview, referees report, work record, testing, etc.

Also consider the job design such as:

- How many hours per week the job is for.
- Will the job be ongoing or short term?
- Will the job require travelling (within the state, interstate, internationally)?
- Can the job be completed in a flexible way?
- What will the salary be?

Adopting a flexible approach to work and job design will assist in attracting a diverse workforce.

Inclusive statements

The following are some examples of statements that reflect inclusive values. (Some examples refer to a specific population group but can be replaced by other population groups, depending on the focus of the job.)

Experience

- Experience in sport policy and/or program development and implementation to a diverse group of stakeholders.
- Experience in the implementation of inclusive programs for women and girls, Indigenous Australians, people with a disability and/or people from diverse cultural and linguistic communities.

Knowledge and skills

- Knowledge and understanding of inclusion principles and their application.
- Knowledge of the principles of natural justice, fairness and merit.
- Knowledge of the <disability> sport sector and issues surrounding inclusion.
- Knowledge and understanding of equal opportunity principles.
- Knowledge and understanding of anti-discrimination principles and their application.

Personal attributes

- Commitment to the inclusion of <women and girls, Indigenous Australians, people with a disability, people from diverse cultural and linguistic communities> in both playing and non-playing roles.

Job responsibilities

- Identify and establish partnership opportunities with other organisations to increase both funding and assistance for inclusive programs.
- Utilise and promote <sport> Sports CONNECT resources and programs to assist in inclusive opportunities.
- Liaise with <position> to enhance inclusive opportunities.

Developed in collaboration

Collaboration leader: :

