

GUIDE

Customising a job for a person with disability

*Overview*

This guide provides information on:

the concept of job customisation

 elements and features of job customisation

 steps involved in customising a job

 benefits of job customisation.

*What is job customisation*?

Job customisation is a process of individualising or tailoring a certain role to suit the skills of an employee, while meeting the needs of the employer. It typically involves a process of negotiation before the prospective employee begins their role and can include reallocation of tasks, or exchanging duties with another colleague. The aim of these negotiations is to arrive at a mutually beneficial employment relationship where an employee’s experience and capabilities are matched to an appropriate job. The benefits of job customisation are multifaceted. It allows supervisors and colleagues to work collaboratively and inclusively as a team, as well as better utilise each other’s strengths. This applies to both people with disability and people without disability.

*What are the elements of a customised job*?

A customised job is one that is designed from the outset to fit the skills of a particular person. In that sense, it can be contrasted to the model where a person is recruited to match the skills of an available role. Various elements of a role may be customised. For example: • hours of work • location of work • duties and responsibilities • work expectations • key performance indicators. Ultimately, any element of a prospective employee’s terms and conditions of employment can be customised to match their particular skills and circumstances. For job customisation to be successful, there needs to be openness, trust and strong communication between the employer and the employee.

For more information - <http://gdvrs.org.au/>

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