



 **Attraction**

Position

description - Handout



Advertising a job in an accessible way

Position descriptions and job advertisements outline the key tasks and goals of a job.

They include information about the skills and qualifications that a person needs for the job.

Job advertisements and position descriptions should include:

- Information about the organisation (including company overview, workplace culture)
- Description of the position
- Key responsibilities
- Essential criteria
- Reporting structure
- Location of the role and working conditions
- Salary and employee benefits
- Application process
- Legal compliance if needed – for example, Police Check, Working With Children check.
- A diversity statement

What would an accessible job advertisement or position description include?

Includes	Does not include
<ul style="list-style-type: none">• A diversity statement• Inclusive language e.g. use of personal pronouns like 'we' and 'you'.• An offer of adjustments, with examples, Plain language writing format, with an Easy English version available on request.• Contact details of a specific person, rather than a general contact.• An offer to communicate with someone about the position before applying via a variety of methods.	<ul style="list-style-type: none">• Non-essential criteria.• A requirement that the person responds to key selection criteria.

For an example of an Easy English position description and other tips, visit [VALID's Recruitment webpage](#).

For more information about writing in plain language:

- [Plain Language and word choice](#)
- [Plain Language checklist](#)
- [Scope's Easy Read Service](#)



Attraction:

Compare these examples of what you might find in a job advertisement or position description. Look at the highlighted parts to see how they make the text more accessible.

Standard version	Plain language version	Comments
<p>Job Title: Software Engineer</p> <p>Company Overview: Company A is a leading tech startup based in Sydney, Australia, specialising in AI-driven solutions for healthcare providers. Our mission is to enhance patient care through innovative software applications that improve efficiency and outcomes.</p>	<p>Job title: Software Engineer</p> <p>About us: Company A is a technology startup in Sydney, Australia, focused on using Artificial Intelligence to improve healthcare. We make software that helps healthcare providers deliver better patient care.</p>	<ul style="list-style-type: none">- Replace acronyms with full term (or use both)- Simplified language- Shorter sentences



Location:

Sydney, Australia.

Remote work may be considered for exceptional candidates within Australia

Job Summary:

We are seeking a talented and motivated Software Engineer to join our dynamic team. As a Software Engineer at Company A, you will be responsible for designing, developing, and maintaining robust software solutions that support our healthcare applications.

Location:

Sydney, Australia, Remote work options available within Australia

About the job:

We are looking for a new Software Engineer. In this role, you'll help design, build, and maintain software that supports our healthcare applications.

- Simplified language
- Shorter sentences
- Use of contractions e.g. 'we're' to create relaxed tone



Key Responsibilities:

- Collaborate with product managers and designers to understand requirements and translate them into technical specifications.
- Develop high-quality software design and architecture.
- Write clean, scalable, and maintainable code using industry best practices.
- Test and deploy applications and systems.
- Revise, update, refactor, and debug code as necessary.
- Participate in code reviews and provide constructive feedback to peers.

Your responsibilities

- Work with our product team to understand what the software needs to do.
- Design and create software that works well and is easy to use.
- Write code that is clean, easy to understand, and follows best practices.
- Test the software to make sure it works correctly.
- Fix any problems to improve the software
- Review code written by others and give feedback.
- Stay updated on new technologies and how they could help our projects.

- *Inclusive language 'you'*
- *Simplified language*
- *Shorter sentences*



Qualifications:

- Bachelor's degree in Computer Science or a related field; or equivalent practical experience.
- Proven experience as a Software Engineer or similar role.
- Strong proficiency in one or more programming languages such as Python, Java, or JavaScript.
- Experience with cloud platforms such as AWS or Azure.
- Familiarity with Agile development methodologies.
- **Excellent** problem-solving, communication, and **interpersonal** skills.
- **Australian drivers' licence.**

What you need:

- A degree in Computer Science or a related field
- Practical experience
- Experience working as a Software Engineer or in a similar role.
- Good skills in programming languages like Python, Java, or JavaScript.
- Familiarity with cloud platforms such as **Amazon Web Services** or Azure.
- Knowledge of Agile development methods.
- Problem-solving skills and communication skills.

- *Avoid acronyms*

- *A person with communication access requirements may have a social communication style that differs from typical norms; remember that 'good' interpersonal skills are subjective*

- *Not necessary for the role; excludes candidates who do not drive*



Preferred Qualifications:

- Master's degree in Computer Science or a related field.
- Experience with machine learning frameworks e.g. TensorFlow or PyTorch.
- Knowledge of healthcare IT standards and regulations e.g. HIPAA.

Benefits:

- Competitive salary commensurate with experience.
- Comprehensive benefits package including health, dental, and vision coverage.
- Superannuation contribution.
- Flexible work arrangements

What we offer

- A salary based on your experience.
- Comprehensive health insurance.
- Superannuation contributions/retirement savings.
- Flexible work arrangements, including options to work from home within Australia.
- Opportunities for training and career growth.

- *Non-essential criteria has been removed*

- *Inclusive language “we”*



Attraction:

Application Process:

Please submit your resume and cover letter outlining your qualifications and interest in the position to careers@companya.com.au. We look forward to hearing from you!

How to Apply

If you would like to know more, email Joe Bloggs at jobloggs@companya.com.au or call Joe on 012345678.

If you are ready to apply, **please email your resume and a cover letter to jobloggs@companya.com.au or call Joe on 012345678.** We're excited to hear from you!

At Company A, we welcome applicants from diverse backgrounds, including those with a disability and communication access requirements.

We are committed to providing support and adjustments throughout the hiring process and in the workplace. Examples of support and adjustments available include meeting with you online or in person to talk about the position, providing any written material in plain language or Easy English, and working with an interpreter.

- Replacing nouns with verbs, action-oriented language
- Including offer to speak to someone prior to applying
- More than one method of communication offered; contact details of specific person provided

- Inclusion of diversity statement



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Scope's Building Employer Confidence is made possible by an Information and Linkages Capacity Building Project funded by the Department of Social Services and the National Disability Insurance Scheme. This training has been co-designed with the valuable input of people with communication access requirements, pilot organisations and our valued partner, Thriving Communities Australia. Contributions from co-designers have directly influenced its design, ensuring it is informed, inclusive and reflective of diverse experiences. We recognise and appreciate the personal stories shared in shaping this impactful learning experience.

This information provides guidance on how to support communication in the workplace with people who have communication access requirements. It should not be relied upon in relation to employment law matters - independent advice should be sought.