# A blue and white QUT logo.

# PARTICIPANT INFORMATION FOR QUT RESEARCH PROJECT

# Manager Survey

# Equipping employers to create meaningful employment opportunities for people with disability

# QUT Ethics Approval Number 8415

## Research team

Lead Chief Investigator: Dr. Jannine Williams

Associate Investigators: Dr. Ruth Knight

 Jill Lovell

 **Faculty of Business and Law**

**Queensland University of Technology (QUT)**

## Why is the study being conducted?

This project will explore how employers can create meaningful employment opportunities for people with a disability. The aim is to equip employers with the skills and knowledge required to increase employment opportunities to those with a disability, contributing to advancing employment equity and increase talent in the social enterprise ecosystem in Queensland.

You are invited to participate in this research project because you are a line manager or human resource manager in a social enterprise that employs people with disability.

## What does participation involve?

Your participation will involve completing a survey that will take approximately 30 minutes of your time.

Questions will include:

* Who is important in ensuring employees with disability are able to use their strengths, values and passions at work?
* What helps people with disability in your workplace succeed in their role?

Your participation in this research project is entirely voluntary. If you do agree to participate you can withdraw from the research without comment or penalty, including during the survey and up to four weeks after completing the survey. Your decision to participate or not participate will in no way impact upon your current or future relationship with social enterprises or QUT.

## What are the possible benefits for me if I take part?

It is expected that this research project will not benefit you directly. The outcomes and insights generated from this research however, will identify areas and ways the social enterprise sector can create meaningful work opportunities for people with disability to achieve the professional success they desire. In order to recognise your contribution, the research team is offering a brief written summary of the findings at the end of the research project. Please indicate if you would like to receive this summary by ticking the appropriate box on the attached participant consent form and indicate the email address where you would like to receive the report.

## What are the possible risks for me if I take part?

There are some risks associated with your participation in this research project. These include inconvenience and possible discomfort when reflecting on any negative experiences of employment and professional aspirations associated with living with a disability or health-related issue. We will endeavour to minimise these risks by discussing your concerns with any questions before commencing the survey. The Lead Chief Investigator (CI) will be available to discuss your participation at any time. You can request a follow up conversation with a member of the research team to discuss your responses.

In the unlikely event that your participation causes significant discomfort or distress, you are able to stop the survey immediately and access sources of support. It is suggested that you contact a member of your established support network (ie. GP, psychologist or similar specialist). QUT also provides limited free psychology, family therapy or counselling services for research participants of QUT research projects who may experience discomfort or distress as a result of their participation in the research. Should you wish to access this service please call the Clinic Receptionist on **07 3138 0999** (Monday–Friday only 9am–5pm), QUT Psychology and Counselling Clinic, 44 Musk Avenue, Kelvin Grove, and indicate that you are a research participant. Alternatively, Lifeline provides access to online, phone or face-to-face support, call **13 11 14** for 24 hour telephone crisis support or you can call Beyond Blue on **1300 224 636**. If you are aged up to 25, you can also call the Kids Helpline on **1800 551 800**.

## What about privacy and confidentiality?

All comments and responses will be treated confidentially. Your personal information and any demographic data collected (such as age, department, grade) will be anonymised and only de-identified information will be used in analyses, reports and publications arising from this research. You can also request a follow up conversation with a member of the research team to discuss your responses. You can withdraw your consent from participating in the project during and up to four weeks after completing the survey without comment or penalty. If you have any concerns about your participation in the research project at any time, please do not hesitate to contact the research team.

Any data collected as part of this research project will be stored securely as per QUT’s Management of research data policy. Data will be stored for a minimum of 5 years, and can be disclosed if it is to protect you or others from harm, if specifically required by law, or if a regulatory or monitoring body such as the ethics committee requests it.

Every effort will be made to ensure that the data you provide cannot be traced back to you in reports, publications and other forms of presentation. For example, we will only include the relevant part of a quote, we will not use any names, or names will be changed. Details such as dates and specific circumstances which may make you identifiable will be excluded. Any data collected as part of this project will be stored securely as per QUT’s Management of research data policy. Data collected during this project maybe used by researchers, in anonymised form in future projects focusing on gender and disability.

The Social Enterprise Research Grants program is proudly supported by the Queensland Government. They will not have access to your personal data but will be provided with our analysis and support the interpretation of the research findings to be included in the research report to the Queensland Government.

## How do I give my consent to participate?

We would like to ask you to click you agree to participate prior to starting the survey to confirm your agreement to participate.

## What if I have questions about the research project?

If you have any questions or require further information please contact one of the listed researchers:

Dr. Jannine Williams jannine.williams@qut.edu.au +61 7 3138 1298

## What if I have a concern or complaint regarding the conduct of the research project?

QUT is committed to research integrity and the ethical conduct of research projects. If you wish to discuss the study with someone not directly involved, particularly in relation to matters concerning policies, information or complaints about the conduct of the study or your rights as a participant, you may contact the QUT Research Ethics Advisory Team on +61 7 3138 5123 or email humanethics@qut.edu.au.

## Thank you for helping with this research project. Please keep this sheet for your information.

# Manager Survey Questions

**This section contains questions about you to allow for a broader understanding of the demographics of participants in the research.**

B1 Your postcode

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B2 Year of birth

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B3 Gender

[ ]  Female

[ ]  Male

[ ]  Self-described \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Prefer not to answer

B4 Please indicate the sexual orientation you identify with (to allow for a broader understanding of the identity and characteristics of participants in the research).

[ ]  Gay, lesbian or homosexual

[ ]  Straight or heterosexual

[ ]  Bisexual or pansexual

[ ]  Asexual

[ ]  Self-described \_\_\_\_\_\_\_\_\_\_\_\_

[ ]  I do not know

[ ]  Prefer not to answer

## This section contains questions about your cultural and linguistic diversity to allow for a broader understanding of the origin and cultural diversity of participants in the research.

B5 Are you of Aboriginal or Torres Strait Islander descent?

[ ]  Yes

[ ]  No

B6 In which country were you born?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B7 What cultural background or ethnicity do you identify with?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B8 Which language do you mainly speak at home (If more than one language, indicate the one that is spoken most often)?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This section contains questions about disability groups and impairments to allow for a broader understanding of the identity and characteristics of participants in the research. This research is based on a social interpretation of disability which recognises that experience is shaped through a dynamic interaction between a person and environmental/personal factors (WHO 2001).

 This reflects the Queensland Public Sector Commission perspective which, in line with the United Nations Convention on the Rights of Persons with Disabilities identify disability as including ‘those who have long-term physical, mental, intellectual or sensory impairments that, in interaction with various attitudinal and environmental barriers, may hinder their full and effective participation in society on an equal basis with others. The definition of disability under the Disability Discrimination Act 1992 (Cwlth) is broad. It includes physical, intellectual, psychiatric, sensory, neurological and learning disabilities. Disability can be permanent or temporary, visible or invisible. Some conditions and impairments are present from birth. Other people acquire or develop disability during their lifetime from an accident, condition, illness or injury.’ (more information can be found here: https://www.forgov.qld.gov.au/\_\_data/assets/pdf\_file/0022/184144/queensland-public-sector-inclusion-and-diversity-strategy-2021-2025.pdf)

B9 Do you live with a long-term health condition or disability?

[ ]  Yes

[ ]  No

B10 Please indicate the category that best fits your circumstances from the list below.

[ ]  Intellectual/cognitive or learning

[ ]  Physical/mobility

[ ]  Acquired brain injury/neurological

[ ]  Mental health

[ ]  Vision

[ ]  Hearing

[ ]  Speech

[ ]  Neurodiverse

[ ]  Yes

[ ]  Other (please indicate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Prefer not to answer

## This section contains questions to help us better understand meaningful work opportunities and experiences for people with disability.

C1 1.1. How do you help employees with disability feel empowered to take initiative or make decisions in their work?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C2 1.2. How do you provide employees with disability with the freedom to choose they approach and complete their tasks?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C3 1.3. How do you provide employees with disability the opportunity to use their strengths, values or passions in their job?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C4 1.4. Who is important in ensuring employees with disability are able to use their strengths, values and passions at work?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C5 2.1. What roles do people with disability hold in your organisation?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C6 2.2. What types of tasks do people with disability do in your organisation?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C7 2.3. If an employee with disability wanted to redesign their job, what would make it easier? What would make it harder?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C9 3.1. Please describe the leadership culture in your workplace.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C10 3.2. What helps people with disability in your workplace succeed in their role?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C11 3.3. What makes it harder for people with disability to succeed in their role?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C12 3.4. What career growth opportunities exist for people with disability in your organisation?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C13 3.5. How does your organisation support people with disability to develop leadership skills?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C14 3.6. What does your organisation see as the risks and the strengths of employing people with disability?

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C15 3.7. What policies or practices does your organisation implement that assist people with disability in their job? (eg. during recruitment/selection, socialisation, skill and career development, etc)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C16 3.8. How do employees with disability build relationships with other employees at work?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C17 3.9. What helps employees with disabilities to build relationships with their coworkers?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C18 3.10. What makes it harder for employees with disabilities to build relationships with their coworkers?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C19 4.1. What advice would you give to other managers and leaders about how to support people with disability gain paid employment and progress their careers?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## This section contains questions to gather information about your paid employment experience in the social enterprise sector.

B11 Who is your employer in the social enterprise sector? (Optional)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B12 What is your position title?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B13 Do you work:

[ ]  Full time

[ ]  Part time

[ ]  Casual

B14 How long have you worked in the social enterprise sector?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B15 How long have you worked in your current role in a social enterprise?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B16 How many roles/jobs have you had in social enterprises?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This section contains questions about your social enterprise.**

B17 Our organisation/project identifies as a social enterprise. Note: A social enterprise's purpose is to create social, cultural and/or environmental impact and generates income by trading goods and/or services.

[ ]  Yes

[ ]  No

[ ]  Not sure

[ ]  If you are not sure, tell us a little about your organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B18 What is your role in the social enterprise?

[ ]  Line manager/supervisor

[ ]  HR professional

[ ]  Executive leader

[ ]  Other. What is your role? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B19 What size is your social enterprise?

[ ]  Small (less than $1million turnover)

[ ]  Medium (between $1million and $5million turnover)

[ ]  Large (greater than $5million turnover)

B20 How many people work in your social enterprise? (Staff, volunteers)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B21 Where is your social enterprise located (postcode)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you would like to receive a brief written summary of the research findings, please indicate the email address where you would like to receive the report.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for taking the time to complete this survey. If you have any questions or concerns, please contact: Dr. Jannine Williams (jannine.williams@qut.edu.au)

Please complete your submission by uploading your response through the survey link:

<https://qsurvey.qut.edu.au/jfe/form/SV_eJafDWyAKkLSEey>