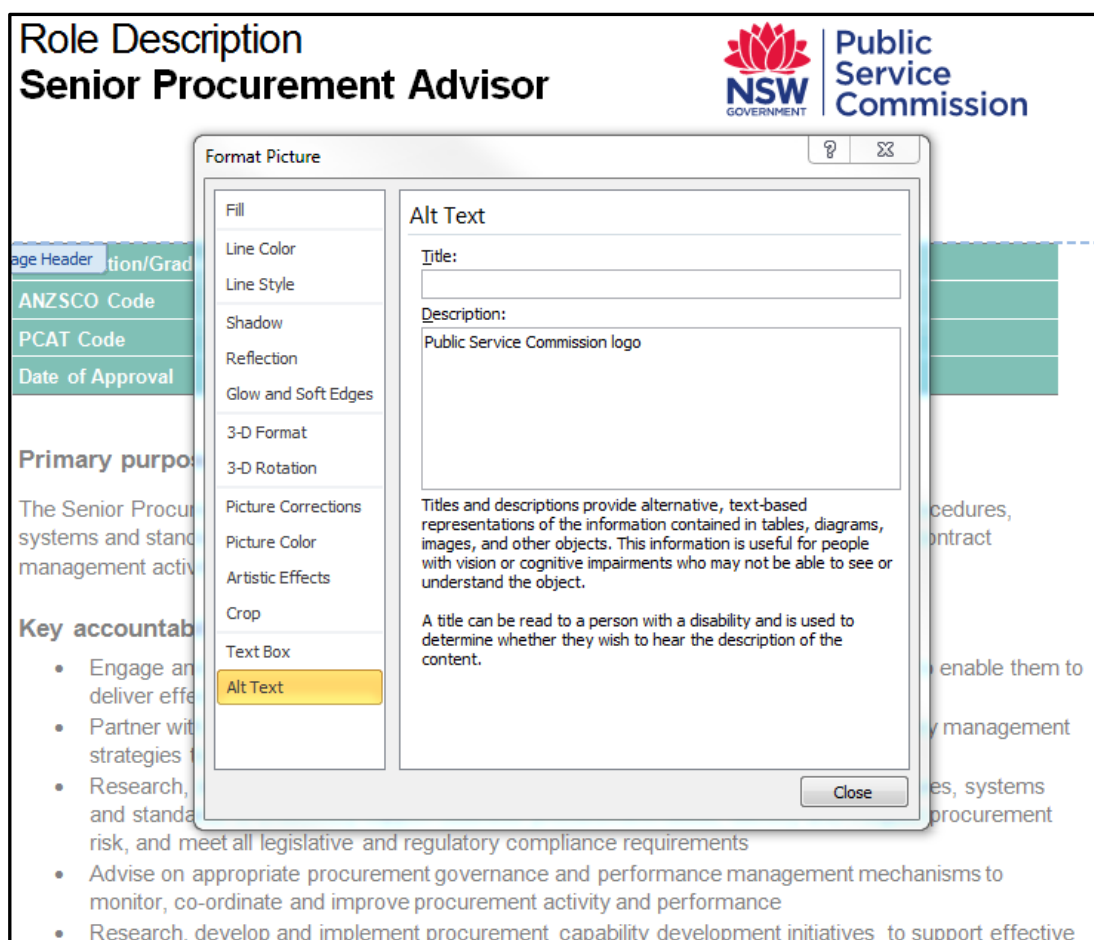


Create a more accessible role description guide

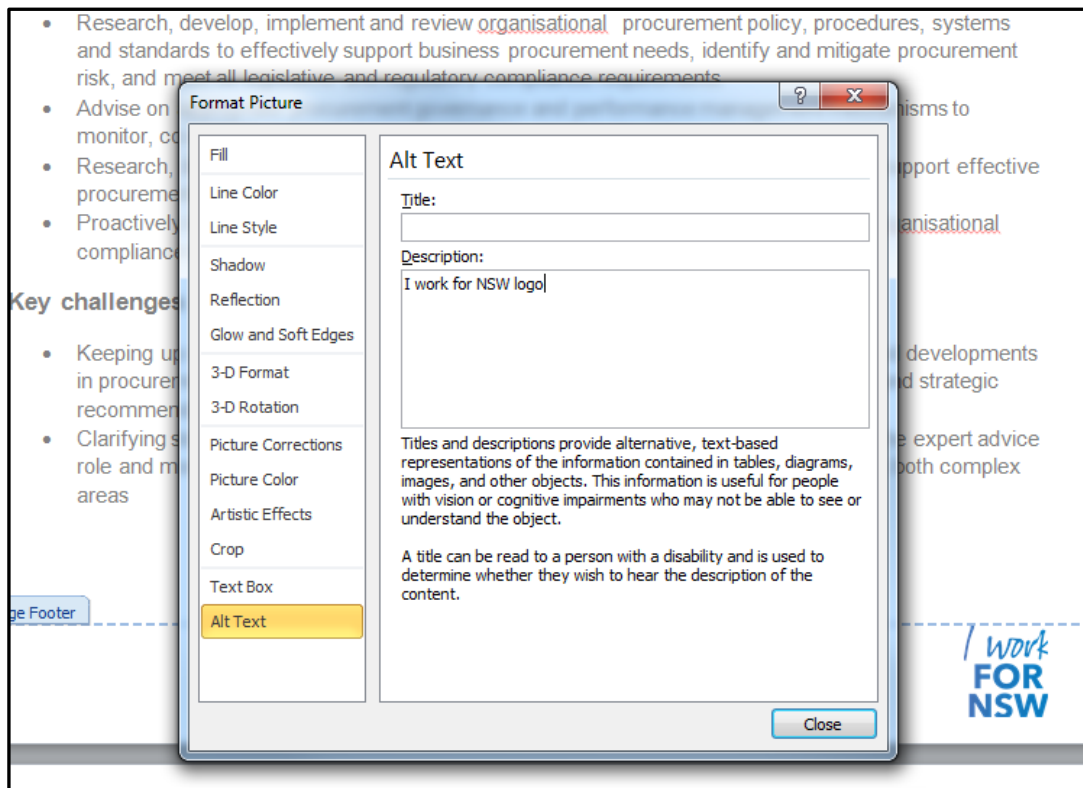
1. Start a new role description in the Role Description Builder and complete to the final “Role Description” step.
2. Select “Download Word Document” and once your role description opens in Microsoft Word, save a copy.

Using the saved Word document:

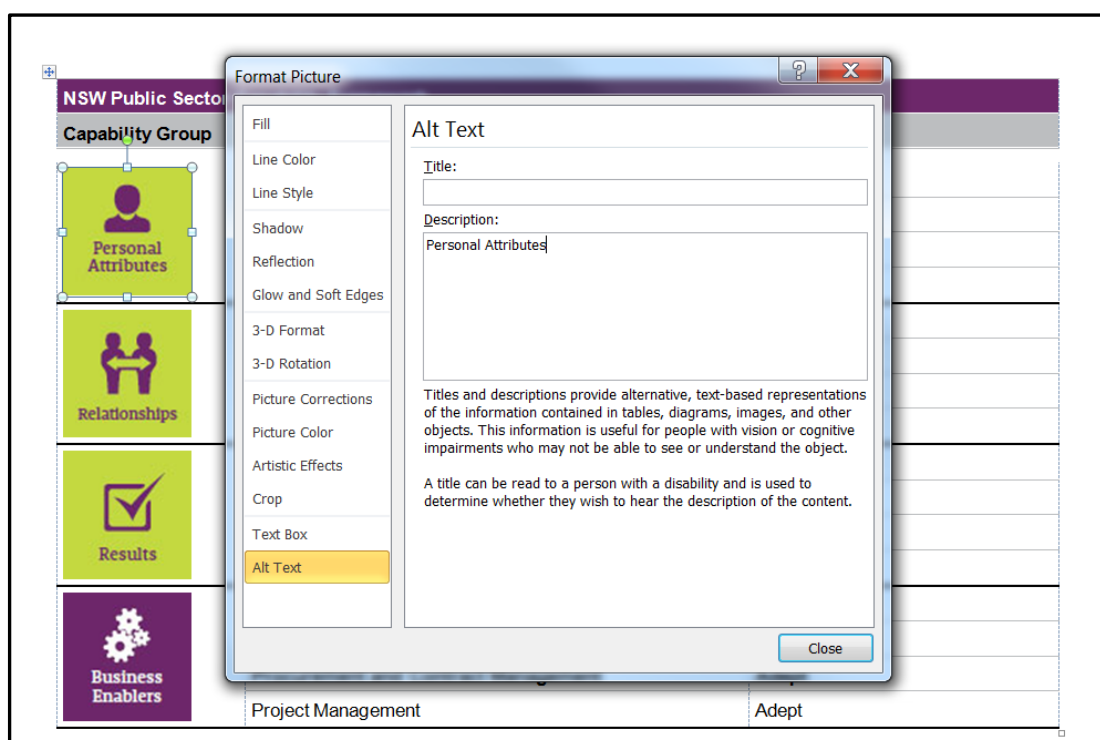
3. Double click over your agency logo in the “Header”. Right click over your agency logo and select “Format picture”. Click on “Alt text” and then in the “Description” box type your agency name with the word “logo” at the end.



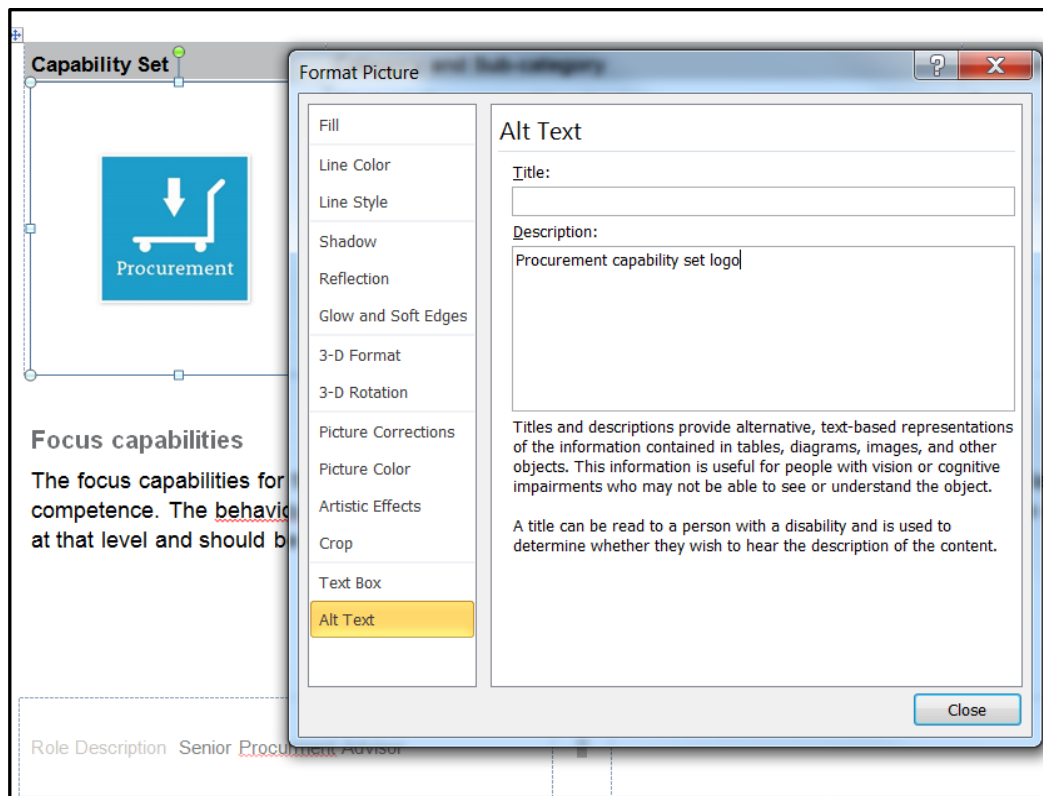
4. Double click over the '**I work for NSW**' logo contained in the "Footer". Right click over the '**I work for NSW**' logo and select "Format picture". Click on "Alt text" and then in the "Description" box type "I work for NSW" with the word "logo" at the end.



5. Scroll down to **NSW Public Sector Capability Framework**, select each **Capability Group** logo (**Personal Attributes, Relationships, Results, People Management** etc.) and right click over each logo and select "Format picture". Click on "Alt text" and then in the "Description" box type the name of the capability group e.g. "Personal Attributes"

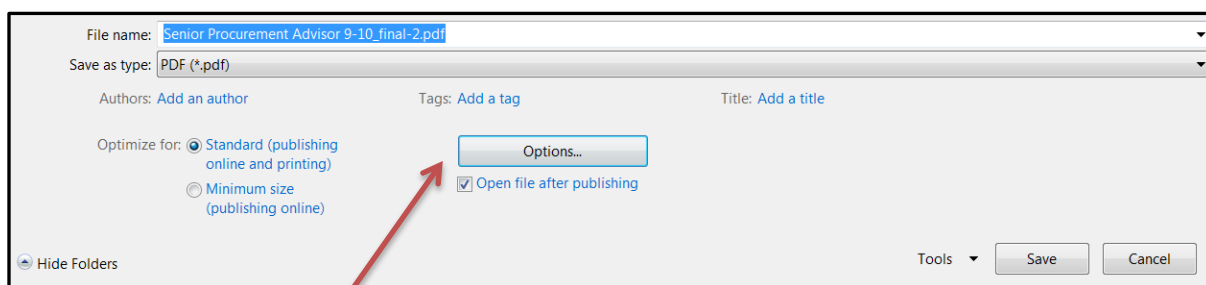


- If your role description contains any occupational specific capabilities right click over the logo and select "Format picture". Click on "Alt text" and then in the "Description" box type the name of the capability group e.g. "Procurement"

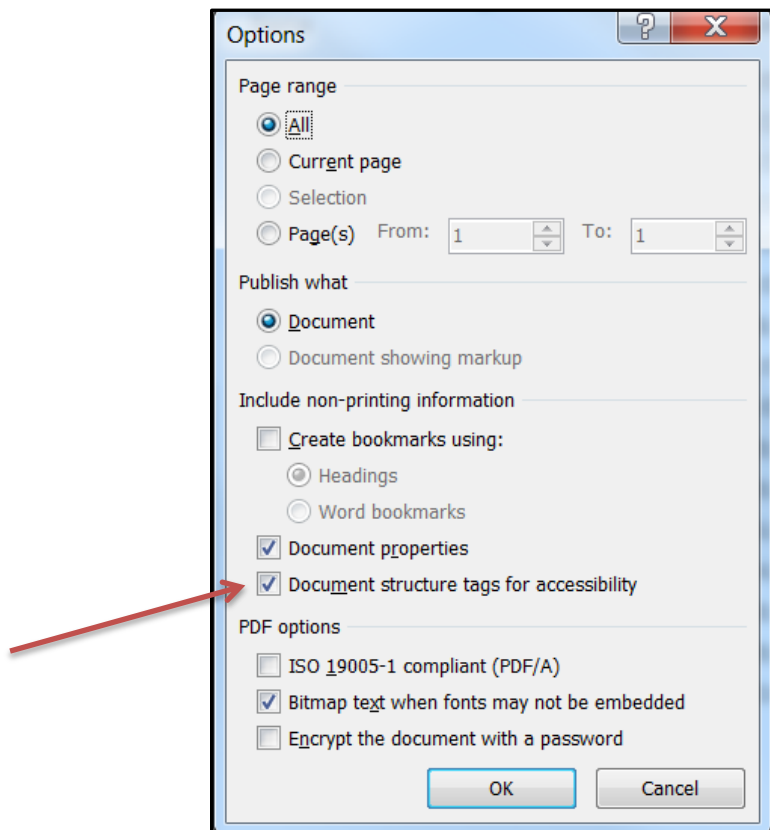


Create a more accessible role description in PDF

- Once you have a final approved Word version of the role description, click on "Save as" to begin the process of saving the Word document as a PDF and select "Options".



2. In the “Options” window, ensure the check box titled “Document structure tags for accessibility” is ticked.



The PDF conversion process creates tags to reflect the structure of the Word document. This includes the features such as “Format text” and “Alt text” that are used to describe images such as the logos as outlined above.

Tagging within a PDF document enables assistive technologies like screen readers to navigate a document.

If you have a version of Adobe Acrobat which allows for editing, there are additional steps you can take to improve your document’s accessibility. Ask your organisation’s communications team for guidance.