

Aboriginal and Torres Strait Islander Employment Procedure



1 Purpose

To outline the University's commitment to:

- fostering a workplace culture and environment that puts cultural sensitivity, safety and inclusion at the forefront and which understands, values and respects Aboriginal and Torres Strait Islander peoples and culture.
- increasing the numbers of Aboriginal and Torres Strait Islander employment and participation in all types and levels of work activity and all organisational units at the University.
- capacity building, leadership, professional and career development that strengthens employment opportunities for potential and existing Employees, Students and Graduates.
- appropriate resourcing and funding to ensure the effective implementation of this Strategy.
- ensuring that Aboriginal and Torres Strait Islander Employees are supported by University Policies and Procedures aimed at eliminating racism in the workplace, and making the University more culturally sensitive, safe and inclusive.
- as far as practicable, actively assisting in and encouraging the promotion of Aboriginal and Torres Strait Islander cultures, identities, heritages, languages, lore, and social and spiritual systems.
- encouraging the use of Identified Positions and advertising Identified Positions in accordance with legislation.

2 Scope

This Procedure applies to all Employees.

3 Procedure Overview

This Procedure promotes the attraction, retention, engagement, support, development and advancement of Aboriginal and Torres Strait Islander peoples employed at the University.

The Procedure also supports the implementation and operation of the University's Aboriginal and Torres Strait Islander Peoples Workforce Strategy.

4 Procedures

The University will invest in resources and strategies to attract, retain, promote, support and develop Aboriginal and Torres Strait Islander talent. The University aims to increase the number of Aboriginal and Torres Strait Islander Employees to 3% of its total workforce over the life of the Strategy 2018-2020.

The Executive Director (Human Resources), or nominated Delegate, will work with faculties and departments to set growth targets for key Employee cohorts reflective of the University's overall workforce profile in terms of employment classification group, mode, level, discipline and location.

The Aboriginal and Torres Strait Islander Peoples Workforce Strategy Committee oversees the implementation, review and monitoring of the Aboriginal and Torres Strait Islander Peoples Workforce Strategy and associated actions. The Committee consists of representatives from University senior management, academic and professional Employees from across all locations, Head of the College of Indigenous Studies, Education and Research, a member of the Elders and Valued Persons Advisory Board, Unions, Aboriginal and Torres Strait Islander Employee Support Network representative/s, and Human Resources. The Committee Terms of Reference outlines full details.

4.1 Recruitment

4.1.1 Identified Positions

The University is committed to increasing employment and participation at all levels and in all organisational areas of the University.

Recruitment for Identified Positions supports the attraction of Aboriginal and Torres Strait Islander applicants and the goals and objectives of the Aboriginal and Torres Strait Islander Peoples Workforce Strategy 2018-2020, particularly the achievement of the target of 3% of the workforce represented by Aboriginal and Torres Strait Islander peoples.

Under current legislation, and to support the University achieving its workforce representation target, any position at the University can be identified at the discretion of the approving Delegate.

Positions can be identified when a position is vacated through natural attrition or is newly established.

In particular, positions that meet the following criteria are strongly encouraged to be identified:

- a significant part or all of the position requirements are associated with the development,

delivery and/or implementation of Policies, projects and/or courses or services relating to Aboriginal and Torres Strait Islander peoples; or

- knowledge of Aboriginal and Torres Strait Islander lore and culture and/or community engagement is a requirement of the position; or
- there is a requirement of the position to provide advice and outcomes related to development and advancement opportunities for existing or prospective Aboriginal and Torres Strait Islander Employees; or
- Aboriginal and Torres Strait Islander Student enrolments are a high proportion of the total enrolments; or
- academic and research position requirements and academic performance is focused or related to Aboriginal and Torres Strait Islander culture and lore, including the supervision of Higher Degree by Research Students and early career academic Employees in this field.

4.1.2 Evidence of claim

Evidence of claim is required for Employees appointed to Identified Positions and will be reflected in the position description for the role.

Depending on the requirements of Identified Positions, specific cultural knowledge and/or skills may also be required, and these should be reflected in the position description for the Identified Position.

4.1.3 Non-Identified Positions

For non-Identified Positions the University encourages applications from Aboriginal and Torres Strait Islander peoples.

4.1.4 Sourcing channels

Employment opportunities will actively be promoted through Aboriginal and Torres Strait Islander community groups within the regions in which the University operates.

In addition to conventional media, Identified Positions will be advertised in dedicated Aboriginal and Torres Strait Islander communication and media channels.

4.1.5 Merit selection

4.1.5.1 Panel requirements

For Identified Positions, it is preferred that an Aboriginal and Torres Strait Islander Employee (or external representative, where appropriate) chair the panel.

Non-Indigenous panel members participating on Identified Position panels will normally be required to complete cultural awareness and competency training prior to commencing their panel responsibilities.

4.1.5.2 Referees

Where there is a requirement for the incumbent of the position to provide services and advice to Aboriginal and Torres Strait Islander Employees and Students, it is recommended that at least one reference be obtained from an Aboriginal or Torres Strait Islander referee for the preferred applicant/s. The reference should contain comment on their ability to meet the specific Aboriginal and Torres Strait Islander criteria.

4.2 Retention

4.2.1 Support networks

Aboriginal and Torres Strait Islander Employees are encouraged to support and participate in the Aboriginal and Torres Strait Islander Employee Support Network. Terms of Reference of the Network, and further information can be obtained from the University's website.

The aim of the Aboriginal and Torres Strait Islander Employee Support Network is to support Aboriginal and Torres Strait Islander Employees currently employed in various departments across the University.

The Aboriginal and Torres Strait Islander Employee Network is an Indigenous led Network and Supervisors are encouraged to support engagement and participation in the Network's associated events and activities.

4.2.2 Cultural awareness and competency training

All Employees are encouraged to undertake training to increase their cultural sensitivity, safety and inclusion for Aboriginal and Torres Strait Islander peoples. This need to increase understanding is particularly important for Supervisors who lead and manage Aboriginal and Torres Strait Islander Employees, and for individuals who interact professionally with Aboriginal and Torres Strait Islander Employees, Students and communities.

The University has a suite of cultural awareness and cultural competency training relevant to all positions within the University. Further information can be obtained by contacting Human Resources.

4.2.3 Disclosure

Disclosure is the voluntary act of releasing personal information about yourself for a specific purpose. Disclosure allows a person to communicate openly and authentically in appropriate ways.

Employees can disclose that they identify as an Aboriginal and/or Torres Strait Islander person

through the Human Resources Self Service system.

An Employee's information will be used for the purpose of data analysis and development of programs beneficial to Employees, and to enable the University to provide tailored supports. Understanding the demographics of Employees assists the University in ensuring that the University is targeting talent strategies to attract, recruit and retain a diverse workforce.

Supervisors of Employees who have self-identified to a diversity group will receive resources to help them support their Employees. However, this does not include any personal information about an individual, but refers generally about how to create an inclusive workplace for all Employees.

4.2.4 Exit surveys and interviews

Exit surveys, and interviews where requested, will be conducted with Aboriginal and Torres Strait Islander Employees and the data will be analysed in order to develop and implement strategies with the view to increase retention rates. It is recommended that any exit interviews are conducted in a culturally safe, sensitive and inclusive manner.

4.3 Develop and advance

Aboriginal and Torres Strait Islander Employees have the opportunity and support to discuss, identify and progress self-determined career goals. The University is committed to providing culturally safe, sensitive and inclusive opportunities for Aboriginal and Torres Strait Islander peoples to engage in independent discussions regarding Indigenous career development matters.

4.3.1 Work allocation

The University supports and encourages Aboriginal and Torres Strait Islander Employees to participate in approved University activities including professional development, diversity and inclusion, cultural and ceremonial or community engagement related initiatives.

Participation in these activities should be recorded as part of an Employee's work allocation. Employees must receive approval from their manager and Supervisor for their involvement in these activities (including the time commitments and level of involvement) prior to any participation. Managers and Supervisors are encouraged to discuss time allocation requirements with the Employee through Enrich and work allocation discussions.

4.3.2 Capability development and support

The University will support Aboriginal and Torres Strait Islander Employees to develop the capabilities needed for career development and advancement through a range of development, mentoring and support options specifically tailored to Aboriginal and Torres Strait Islander Employees.

4.3.3 Reward and recognition

Aboriginal and Torres Strait Islander Employees hold unique knowledge and knowledge systems which are foundational and fundamentally important to Australia's intellectual, social and cultural capital. The University will recognise this by providing appropriate promotion, performance appraisal, reward and recognition mechanisms to acknowledge the specific and unique contributions of Aboriginal and Torres Strait Islander Employees.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Subordinate Schedules	
Accountable Officer	Executive Director (Human Resources)
Responsible Officer	Executive Director (Human Resources)
Policy Type	University Procedure
Approved Date	12/12/2018
Effective Date	3/4/2019
Review Date	3/4/2022
Relevant Legislation	<i>Anti-Discrimination Act 1991</i> <i>Human Rights Act 2019</i> <i>USQ Enterprise Agreement</i>
Related Policies	<i>Employee Equity and Diversity Policy</i>
Related Procedures	
Related forms, publications and websites	<i>Aboriginal and Torres Strait Islander Cultural Protocols</i> <i>Aboriginal and Torres Strait Islander Peoples Workforce Strategy 2018-2020</i>

[Aboriginal and Torres Strait Islander Peoples Workforce Strategy Committee Terms of Reference](#)

[Human Resources Self Service](#)

[Human Resources Website](#)

Definitions

Terms defined in the Definitions Dictionary

[Delegate \(noun\)](#)

Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.

[Employee](#)

A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

[Graduate](#)

A Student upon whom Council has conferred an Award.

[Higher Degree by Research \(HDR\) Student](#)

A Student enrolled in an HDR program.

[Procedure](#)

An operational instruction that sets out the process to operationalise a Policy.

[Student](#)

A person who: has been Admitted or Enrolled in an Academic Program at the University, but has not yet graduated from the program; or has been Enrolled in a Course at the University but has not yet completed the Course.

[University](#)

The term 'University' or 'USQ' means the University of Southern Queensland.

	<p>USQ Enterprise Agreement</p> <p>University of Southern Queensland Enterprise Agreement 2018-2021.</p>
	<p>Definitions that relate to this procedure only</p>
	<p>Identified Positions</p> <p>Positions that have been identified to be filled only by Aboriginal and Torres Strait Islander peoples.</p>
	<p>Supervisor</p> <p>Any person responsible for leading the activities of others. In the context of the Procedure, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.</p>
Keywords	Aboriginal and Torres Strait Islander employment, employment strategy, career development
Record No	13/342PL