



Aboriginal and Torres Strait Islander Employment Strategy

1 PURPOSE

- 1.1.1 To outline the University of Canberra's strategy for increasing employment opportunities, facilitating and encouraging career development, and maximising staff development opportunities for Aboriginal and Torres Strait Islanders at the University.
- 1.1.2 This strategy is an active expression of our commitment to the broader aims of reconciliation. Recognition of past and present injustices compels us to actively commit ourselves and our institution to closing the gap in Aboriginal and Torres Strait Islander employment within our community.
- 1.1.3 The Reconciliation Action Plan has a vision that the University will have a special role in providing increased employment opportunities in Academic and Professional positions across the University, where Aboriginal and Torres Strait Islander peoples are supported to participate equally in a range of opportunities and the unique rights of Indigenous Australians are recognised and upheld.

2 SCOPE

- 2.1.1 This strategy applies to all staff, Faculties and Business units within the University of Canberra, and will be oversighted by the Aboriginal and Torres Strait Islander Employment Advisory Committee.

2.2 PRINCIPLES

- 2.2.1 Aboriginal and Torres Strait Islander well-being and success are fundamental to our cultural values
- 2.2.2 The University employs inclusive and equitable practices that support each individual's personal situation.
- 2.2.3 A range of communication channels, and inclusive and unambiguous language is used.

2.3 OBJECTIVES

- 2.3.1 The Aboriginal and Torres Strait Islander Employment Strategy supports the goals of the Reconciliation Action Plan through the following objectives:
 - Increasing to 3% of the UC continuing and fixed term workforce identifying as Aboriginal or Torres Strait Islander by December 2020;

- Engage with existing Aboriginal and Torres Strait Islander staff to review and update current Aboriginal and Torres Strait Islander employment and retention strategies, including professional development;
- Provide career development opportunities for Aboriginal and Torres Strait Islander employees (including mentoring and individualised staff learning and development plans); and
- Identify and establish 10 new mentor and mentee relationships in 2019 and 2020.

2.4 Implementation

- 2.4.1 The strategy will be implemented by Executive Deans, Directors, Collaborative Leadership Group and UMAC members in their respective portfolios, with quarterly monitoring and reporting by the *Aboriginal and Torres Strait Islander Employment Advisory Committee* and will be achieved through active and meaningful engagement with Aboriginal and Torres Strait Islander people.
- 2.4.2 The Aboriginal and Torres Strait Islander Employment Advisory Committee will support the implementation of this strategy through allocation of priorities at regular meetings, specifically for items not identified in the RAP.

3 STRATEGIC INITIATIVES

3.1 Attracting and Selecting Aboriginal and Torres Strait Islander Talent

The University of Canberra aims to achieve its 3% target by December 2020. In order to achieve this target, the University commits to the following actions:

- Establish an Aboriginal and Torres Strait Islander university wide talent pool:** which will provide hiring managers with a list of candidates suitable for their vacancy, and encourage hiring managers to access the talent pool prior to advertising.
- Utilise Aboriginal and Torres Strait Islander media and networks** to facilitate distribution of job vacancies. (Also contributes to Objective 8 of the Reconciliation Action Plan 2018 – 2020)
- Review and update talent acquisition guidelines:**
 - to ensure inclusivity
 - to provide a positive experience for prospective candidates
- Develop engagement material:** aimed at attracting Aboriginal and Torres Strait Islander talent to the University (with Marketing and Communications and the Aboriginal and Torres Strait Islander community of UC).
- Develop culturally appropriate onboarding** in consultation with Office of Aboriginal and Torres Strait Islander Leadership and Strategy.
- Develop a Cultural Safety framework.**
- Develop a guide to recruiting under special measures provisions under the Discrimination Act 1991 (ACT).**
- Develop a guide to culturally safe attraction and selection techniques** (can be used in any circumstance, but particularly for use with special measures campaigns)

- ix. **Report:** Monthly reporting at the University and Portfolio level on Aboriginal and Torres Strait Islander employment figures, and recruitment statistics, including the talent pool, with granularity to the portfolio/faculty level.
- x. **Report:** Bi-monthly as above to Council.
- xi. Each portfolio and faculty will acknowledge their part in achieving the overall intent and will set local employment targets. Faculties will include targets in relation to Academic staff at all levels, including Aboriginal and Torres Strait Islander Teaching Fellows.

3.2 Retaining Talent, and Building Careers

To ensure that our success in achieving the employment target is sustainable, the University must make best efforts to be a culturally safe and respectful space and to support, develop and retain our Aboriginal and Torres Strait Islander talent once recruited. To serve this aim, we commit to the following actions:

- i. **Specific training to be provided to EECOs** to ensure that they can provide support to Aboriginal and Torres Strait Islander employees and their managers on matters specific to Aboriginal and Torres Strait Islander culture as it relates to employment.
- ii. **Career Planning:** Every Aboriginal and Torres Strait Islander employee will be provided with an opportunity to career plan with their manager assisted by their EECO if desired. This career plan, developed in accordance with UC's performance Framework, will be tailored to the individual's career objectives, and will identify staff development opportunities to support these aims.
- iii. **Career Planning:** Managers will work with their business partner to identify opportunities external to their business unit, faculty, or portfolio, including short-term placements and other fixed-term opportunities.
- iv. **Career Planning:** People and Diversity will produce a template to assist in career planning.
- v. **Mentoring:** Following the implementation of a career plan, the University will assist the employee to identify a mentor that corresponds with the identified career direction of the employee.
- vi. **Mentoring:** Mentors will be provided with cultural awareness training at a minimum.

4 Responsibilities, and Review

- 4.1.1 **Implementation:** All hiring Managers, Executive Deans and Directors share a responsibility to implement this strategy in their portfolios, faculties, and business units.
- 4.1.2 **Monitoring and Review:** The *Aboriginal and Torres Strait Islander Employment Advisory Committee* will monitor and report on the implementation of this strategy. The Strategy will be continually reviewed by the committee to ensure that it remains relevant to meeting the University's aims.