

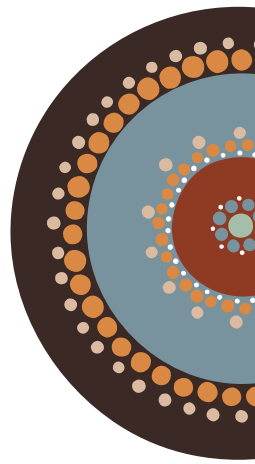
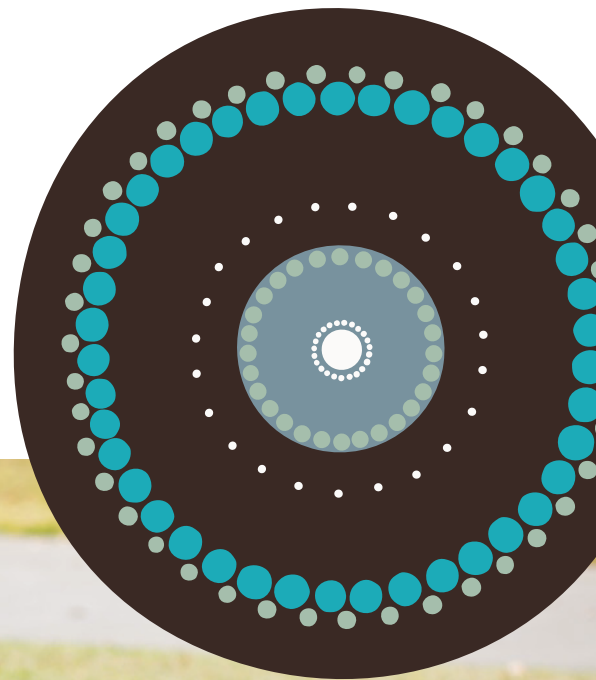


Australian Government
Department of Employment

ABORIGINAL AND TORRES STRAIT ISLANDER EMPLOYMENT AND CAREER PLAN

2016-18

Connecting Indigenous peoples
to careers in the Department





SECRETARY'S FOREWORD

The Department of Employment will strive to remain an employer of choice for Aboriginal and Torres Strait Islander peoples and continue to make Indigenous business our business.

The development and implementation of this plan is integral to supporting strategic outcomes in our Reconciliation Action Plan 2014-2016 and the Commonwealth Aboriginal and Torres Strait Islander Employment Strategy released by the Australian Government on 1 July 2015.

The Department has an opportunity to ensure Indigenous employment is integrated into workforce planning strategies as we respect and value the input and insights to policies and programmes our Indigenous employees bring.

Not only is it important that the Department effectively recruits and attracts Aboriginal and Torres Strait Islander peoples, it is also essential that the employment experience for our Indigenous employees fosters a sense of inclusion and ongoing career development in order to successfully implement this plan.

I strongly encourage all managers and employees to embrace this plan and work collaboratively to ensure its success.

Renée Leon
Secretary

OUR VISION

Our Department thinks differently about how we connect Aboriginal and Torres Strait Islander peoples to careers in the Department; how we grow and foster our Indigenous workforce; and how we create an inclusive work environment that contributes to achieving our Strategic Priority - People are at the core of our business.

“The Department is committed to improving Indigenous employment opportunities and developing a talented and versatile Aboriginal and Torres Strait Islander workforce. We seek to do this in a wide range of roles and levels - from trainees through to senior executive roles. We value the diversity, experience and contribution of all Indigenous employees.” **Robert Willmetts, Indigenous Leader**



OUR COMMITMENT

In the Department of Employment we are committed to achieving the Government's priority of getting more Indigenous Australians into work by:

- building the knowledge, awareness and cultural capability of all employees
- supporting the recruitment, retention and career development of our Indigenous employees
- delivering policies and programmes that achieve strong outcomes for Indigenous Australians.

We are committed to reconciliation through practical actions and stretch targets set out in our Reconciliation Action Plan (RAP).

The Department supports the Commonwealth Aboriginal and Torres Strait Islander Employment Strategy and we have set our own target to increase our Indigenous workforce to 3 per cent by 30 June 2018.

The key actions and principles set out in the Commonwealth Strategy complement the commitments in our RAP and efforts to support the recruitment, retention and career development of Aboriginal and Torres Strait Islander employees.

The Department is committed to growing and fostering our Indigenous workforce. We value and draw on the skills, capability and unique life experience that Aboriginal and Torres Strait Islander employees bring to the Department.

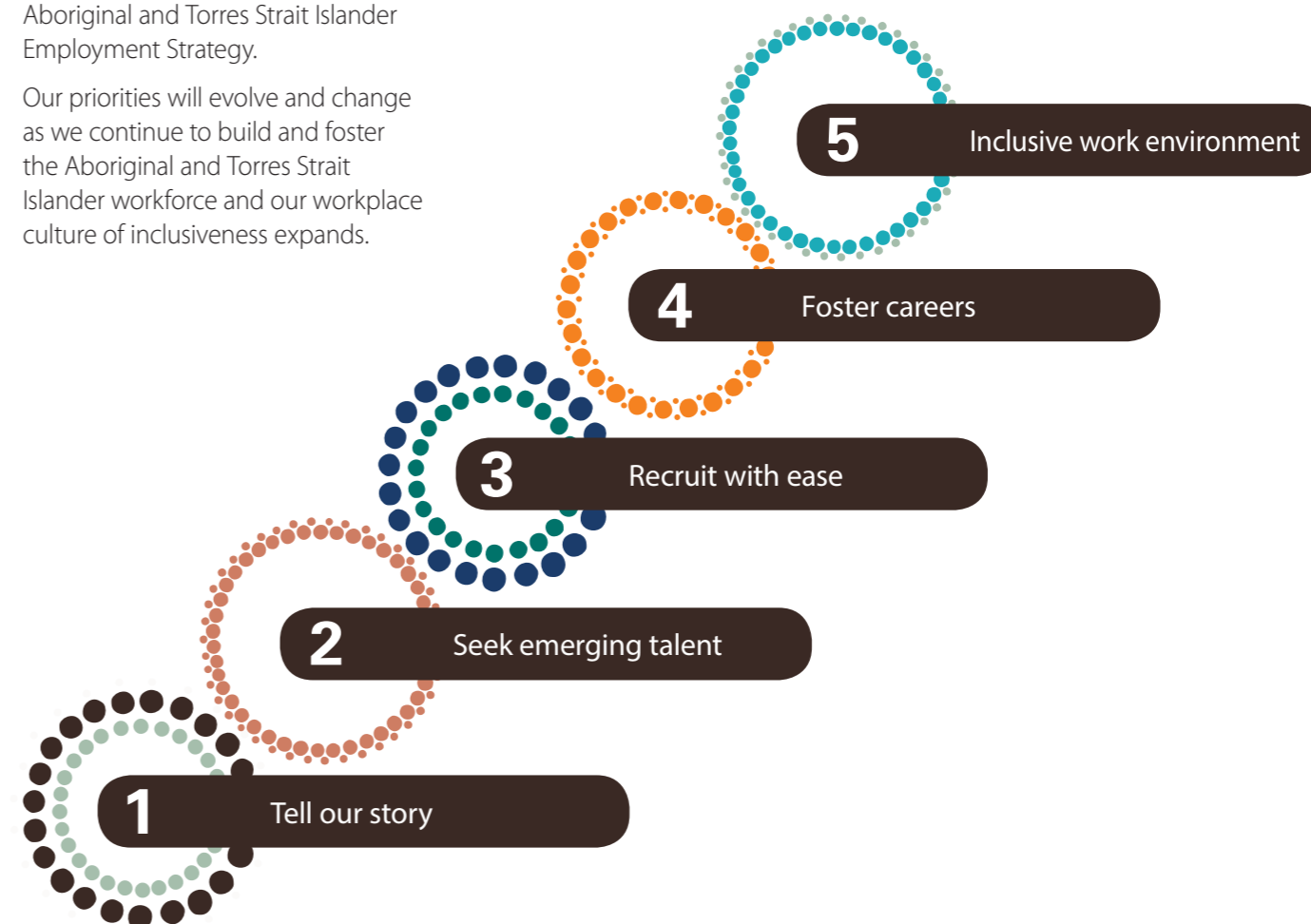
A deliberate effort will be made to connect Indigenous people with careers at all levels of the Department with a particular focus on increasing middle management career opportunities. The Department will create the potential to advance and continue to foster the careers of APS level employees.

The Department will be accountable for achieving our 2018 goal of increasing the Indigenous workforce rate to 3 per cent through regular reporting on progress of the Plan's actions to the Executive and other senior leadership groups, and annual reporting to the Department of the Prime Minister and Cabinet.

OUR PRIORITIES

Under the Aboriginal and Torres Strait Islander Employment and Career Plan our Department will take action across five key areas. Our priorities support and add value to the Department's Reconciliation Action Plan and the Commonwealth's Aboriginal and Torres Strait Islander Employment Strategy.

Our priorities will evolve and change as we continue to build and foster the Aboriginal and Torres Strait Islander workforce and our workplace culture of inclusiveness expands.



1. TELL OUR STORY

Spreading the word that the Department is a great place to work for Aboriginal and Torres Strait Islander employees.

The Department of Employment has an exciting story to tell prospective Aboriginal and Torres Strait Islander employees. Surveys tell us that staff have high levels of engagement with colleagues and their work, and in important areas like leadership and workplace culture staff rate our Department highly.

Through the work we do the Department helps many Indigenous Australians preparing and looking for work. For example, jobactive, the Australian Government's employment services system, has a positive impact on families and young people across the country. To help us in this task we draw on the skills, capability and unique life experience of our Aboriginal and Torres Strait Islander employees.

We plan to be more active in telling the Department's positive story to encourage more Aboriginal and Torres Strait Islander peoples to consider a career with us.

First 100 days:

1 Update the Department of Employment website to showcase what the Department offers Indigenous employees around career pathways, professional development, a positive workplace culture and opportunities that are distinct to our agency.

2 Promote the Department and employment opportunities online through social media and networks specific to Aboriginal and Torres Strait Islander peoples.

And for the next 18 months:

3 Actively increase the awareness and profile of the Department as an employer of choice among Aboriginal and Torres Strait Islander peoples.

4 Investigate feasibility of developing a phone app for Aboriginal and Torres Strait Islander potential employees that include a range of useful resources about the Department and how to apply for vacancies.

5 Develop a strategy encouraging our Indigenous employees to act as ambassadors to promote and raise the Department's profile and showcase opportunities using storytelling.



2. SEEK EMERGING TALENT

Paving the way for prospective Aboriginal and Torres Strait Islander employees.

We will offer opportunities for Aboriginal and Torres Strait Islander students and graduates to get to know the Department early in their career. At the same time, our entry level programmes will continue to help grow our Indigenous workforce and future leaders. We are guided by our vision of being an employer of choice for Aboriginal and Torres Strait Islander peoples, and we place unwavering focus on supporting excellence, high performance and leadership. This represents our culture and our strategic direction in the Department.

First 100 days:

1 Make changes to the Department's Graduate Programme marketing and recruitment processes to provide opportunities for Indigenous candidates to succeed in the assessment phase.

2 Provide up to four funded places in the 2017 Graduate Programme only for Aboriginal and Torres Strait Islander graduates.

And for the next 18 months:

3 Engage and build a productive working relationship with up to three university Aboriginal and Torres Strait Islander student support units.

4 Implement a specialised internship/cadetship programme that includes study assistance and study awards.

3. RECRUIT WITH EASE

Helping work areas find talented Aboriginal and Torres Strait Islander staff.

We will make it easy to employ Aboriginal and Torres Strait Islander employees with the right skills and capabilities to fit the Department's individual work areas. Trialling different recruitment methods to attract prospective Aboriginal and Torres Strait Islander candidates will improve the Department's chances of progressing Indigenous careers across all levels.

First 100 days:

- 1 Make changes to current recruitment templates and processes that improve the marketing of our job opportunities and better supporting Indigenous applicants through the process.

And for the next 18 months:

- 2 Establish an Aboriginal and Torres Strait Islander employment register which will give the Department a database of Indigenous candidates who have expressed an interest to work in the Department.

- 3 Look for opportunities to use affirmative measure recruitment processes to increase our Indigenous workforce across all levels using a coordinated approach.

- 4 Non-ongoing or temporary positions are filled by Aboriginal and Torres Strait Islander peoples in the first instance, through the Department's Indigenous Employment Register or Indigenous recruitment agencies.



"Having more Aboriginal and Torres Strait Islander staff with the diverse perspectives, experiences and new ideas they bring makes the Department better at its job of designing and managing policies and programmes. We need to make sure our recruitment practices are respectful and inclusive and help us attract talented Aboriginal and Torres Strait Islander candidates." **Jo Wood, Indigenous Champion**

4. FOSTER CAREERS

Supporting our Aboriginal and Torres Strait Islander employees to build on their existing skills and knowledge to pursue career opportunities.

Aboriginal and Torres Strait Islander employees are empowered to develop their careers in a supportive and inclusive environment. The Department actively supports the career aspirations of all our people, whatever their role or ambition. Our investment in our employees' career and development is the number one way we aspire to differentiate ourselves from other employers.

We will develop tools to support ongoing and meaningful development discussions, career opportunities, career conversations, cutting edge leadership development, professional networking and diverse learning programmes.

We are passionate about encouraging mobility across the Department. By fostering careers we create development opportunities far beyond the reach of just one function. We will do this with the intent to assist Aboriginal and Torres Strait Islander peoples redefine their talents to realise the full potential of their career with us.

First 100 days:

- 1 Survey Aboriginal and Torres Strait Islander employees around capability, skills and career aspirations to help match employees to opportunities as they arise.

- 2 Identify opportunities for Aboriginal and Torres Strait Islander employees to be involved in departmental working groups and taskforces.

And for the next 18 months:

- 3 Implement an internal leadership development programme for APS 4/5 Indigenous employees - a competitive process to access the programme, has practical outcomes (action/career plan) for participants and targets honing skills that make this cohort competitive for internal job opportunities.



5. INCLUSIVE WORK ENVIRONMENT

The Department of Employment is respectful, fair, flexible, safe and rewarding.

We strongly support workplace diversity and value the contribution of people from diverse backgrounds. We are committed to supporting employees of all backgrounds and ability with the resources that helps maintain a workplace that is flexible, fair, equitable, respectful, safe and rewarding.

In our Department all employees are required to have a clear understanding of the national benefits of reconciliation, and why we are dedicated to reconciliation and creating parity in employment between Aboriginal and Torres Strait Islander peoples and other Australians.

First 100 days:

- 1 Adopt the Aboriginal and Torres Strait Islander Cultural Capability Framework for Commonwealth Agencies.

And for the next 18 months:

- 2 Offer a range of activities to support foundation and advance skills development that are practical, innovative and accessible.

- 3 Incorporate appropriate training/learning in the Manager Development Programme to support managers to demonstrate the knowledge, skills and behaviours required for managing and supporting Aboriginal and Torres Strait Islander employees.

- 4 Rewards and Recognition – explore ways to promote action amongst groups/clusters in supporting this plan.

FURTHER INFORMATION

If you would like more information about the Department of Employment Aboriginal and Torres Strait Islander Employment and Career Plan, please email the Indigenous, Diversity and Entry Level team at indigenouadvisor@employment.gov.au

THANK YOU

We have many passionate employees that have helped to ensure the Aboriginal and Torres Strait Islander Employment and Career Plan is collaborative, innovative and inclusive. We acknowledge these people as well as the RAP Working Group, the Indigenous Staff Committee and the Indigenous Staff Network who added value to the development and implementation of this plan.

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The document must be attributed as the Aboriginal and Torres Strait Islander Employment and Career Plan.



The commissioned artwork used in this document was created by Aboriginal artist Danielle Mate Sullivan.

ARTIST'S DESCRIPTION

The circles depict the Department's groups and branches, the dots in those circles represent the people within those teams and the communities they work with, and the white dots are pathways that connect these groups across land and water, creating the networks and support needed to deliver to the community.

