

DIISR Indigenous Recruitment and Retention Strategy

Innovation is committed to the challenge of increasing Indigenous employment and will actively implement the initiatives outlined in this Strategy. The Strategy comprises a two-phase approach; the first phase acknowledges that as a Department we have not been successful in attracting a high number of Indigenous employees, for a range of reasons. Phase one will ensure the Department develops a positive environment for Indigenous employees, as well as extending existing communication initiatives and building internal and external relationships in a joint effort to increase our position in the Indigenous employment market. Phase two will build on our improved position in the market and recommends initiatives to help maintain a high retention rate of Indigenous employees as well as exploring more ambitious attraction initiatives.

| <i>Strategy</i> | <i>Description</i> | <i>Benefits</i> | <i>Time Frame</i> | <i>Resource Implications</i> | <i>Priority</i> |
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| Phase 1 | | | | | |
| Communication | A Departmental SES officer to assume the role of sponsor, essentially to provide strategic direction as well as visible support of the overarching aim of the Strategy, and to endorse agreed initiatives. | It is envisaged that there will be opportunities where the SES officer can be actively involved in promoting Indigenous employment. | 09/10 4 th quarter | Existing resources | High |
| | Linking the Strategy to existing documents, for example, the Reconciliation Action Plan, rather than the strategy being a document in isolation. | | 09/10 4 th quarter | Existing resources | High |
| | Consult with existing Indigenous cohort with a view to establishing an informal forum, Indigenous Network. For example, this Network could identify opportunities within NAIDOC Week, occurring each July, and assist with | | Opportunity for Indigenous employees to provide insights and practical experiences which may translate into improved recruitment | 09/10 4 th quarter | Existing resources |

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| | <p>Departmental participation.</p> <p>General liaison with portfolio agencies to identify cross-agency opportunities to increase Indigenous participation in the workforce.</p> <p>Close liaison with AIATSIS to identify potential employees, and potential participants within the Indigenous Cadetship Support program.</p> <p>EEO updated.</p> <p>Continue to promote Reconciliation Australia (RA) online cultural awareness tool, <i>Share Our Pride</i>. The site provides facts and figures, answers to common questions and stories to help build respectful relationships between Indigenous and non-Indigenous Australians.</p> <p>Cultural Awareness Training – available through the L&D facility.</p> <p>In liaison with AIATSIS, the Graduate cohort undertakes a half-day visit to the Institute to increase awareness of the work undertaken by AIATSIS.</p> <p>Increase liaison with educational institutions to promote opportunities traineeships, cadetships and graduate program.</p> | <p>and retention solutions.</p> <p>Increase impact and promote diversity of what the portfolio offers.</p> <p>Increase targeted promotion of Department.</p> <p>Provide an accurate Departmental profile.</p> <p>Assist the Department in increasing its knowledge and understanding of what contributes to the best possible work environment for Indigenous employees.</p> | <p>09/10 4th quarter</p> <p>Ongoing</p> <p>09/10 4th quarter</p> <p>09/10 4th quarter</p> <p>10/11 1st quarter</p> <p>10/11 1st quarter</p> <p>10/11 1st quarter</p> | <p>Existing resources</p> <p>Existing resources</p> <p>Existing resources</p> <p>Existing resources</p> <p>Consultant</p> <p>Existing resources</p> <p>Existing resources</p> | <p>High</p> <p>High</p> <p>High</p> <p>High</p> <p>High</p> <p>Low</p> <p>High</p> |
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| | Review information published by Indigenous Business Australia (IBA) regarding policies, activities and initiatives that will have a significant beneficial impact on Indigenous interests. | | | | |
| Recruitment | Further develop Career Centre on the Department's internet to ensure there is additional, practical assistance when applying for positions, particularly targeting those applicants who are not familiar with the public sector process. | Greater understanding of PS processes by applicants | 10/11 1 st quarter | Existing resources | Medium |
| | Expansion of existing communications, including attendance at Indigenous Employment Fairs; advertising identified recruitment positions in the Koori Mail; use the Questacon Outreach program to help raise awareness of Innovation as an employer; liaise with DEEWR to target participants in the Reformed Indigenous Employment Program (Indigenous Cadetship Support). | Attracts and involves Indigenous students and communities | 10/11 1 st quarter | Existing resources | High |
| | Continue to use existing communications, including centralised recruitment through the APSC Indigenous Graduate Program; the Indigenous Cadetships and the Indigenous Australian Government Development Program (IAGDP). | | Ongoing | Existing resources | High |
| Retention | The Department has historically had a good retention rate of Indigenous employees. | | | | |
| | Career Path planning as an integral part of PPR/IDP | | Ongoing | Existing | Medium |

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| | <p>discussions. The 6-month survey used to alert the Department to potential issues. Continuing to identify opportunities for the Indigenous Network to promote the Department. Ensure all identified benefits and assistance are effectively communicated, eg, ceremonial leave.</p> | <p>Feedback to identify areas requiring improvement/initiatives which are working etc.</p> | | resources | |
| Evaluation | <p>Regular review of initiatives within the Strategy. On-line survey of existing Indigenous employees. Work with Indigenous Network to determine additional initiatives as the Strategy progresses.</p> | <p>Provides feedback in order to continue to update and tailor initiatives within the Strategy</p> | Ongoing | Existing resources | High |
| Phase 2 | | | | | |
| Attraction, Recruitment, Retention | <p>Establishment of a cross-portfolio Indigenous employment officer (IEO) position.</p> | <p>The Indigenous employment officer would coordinate activities across the portfolio, and work closely with the SES sponsor on specific initiatives.</p> | TBA | New IEO resource | TBA |
| | <p>e-Recruitment Indigenous Portal.</p> | <p>A designated Indigenous Portal through which potential Indigenous employees could register their interest in employment. The Register advertised broadly, including the Koori Mail.</p> | TBA | Managed by IEO | TBA |

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| | Investigation of an Innovation Indigenous Scholarship, targeting potential employees currently studying at universities. . | An in-house scholarship would provide the opportunity to tailor a program and target potential applicants. | TBA | Managed by IEO | TBA |
| | Investigate the development of an internal buddy and/or mentoring system. | New Indigenous employees supported. | TBA | Managed by IEO | TBA |
| Evaluation | IEO to regularly review Strategy. Liaison with all stakeholders; Indigenous employees; universities/TAFES etc; | Determine relevance and effectiveness of initiatives | Ongoing | Managed by IEO | TBA |
| Endorsed | | Executive Committee March 2010 | | | |