



Guideline: Indigenous Employment Program

Purpose

1. The [Indigenous Employment Program](#) supports the growth of Aboriginal and Torres Strait Islander¹ career pathways, to increase the overall number of Indigenous professional staff employed by the University.
2. The Indigenous Employment Program dedicates \$125,000 per annum. The recipient area may be required to contribute to funds granted to support employment costs.
3. The intention for this funding is to support the University recruit and retain Indigenous staff, therefore enabling a commitment to ongoing employment and development opportunities.

Eligibility

4. The recipient area for the grant funding must be the supervising area of the intended position and must have completed the online First Nations Module in addition to Indigenous [Cultural Awareness training \(EDHR06\)](#) or training as deemed equivalent by the Senior Consultant - Employment and Retention, within the last 12 months at the time of application or be enrolled in the next available session.
5. Applications can be made by any area of the University that employs professional ANU staff including:
 - a. Academic Colleges or other Academic Units;
 - b. Schools, Institutes or Centres within an Academic College or other Academic Unit;
 - c. Service Divisions or other Business Units.
6. Applications can be made for any of the following initiatives in consultation with the Senior Consultant - Employment and Retention, and available application rounds:
 - a. *Indigenous traineeship or internship*²: funding to support the engagement of an Indigenous trainee or intern.
 - b. *Indigenous cadetship*: funding to support the engagement of an Indigenous cadet.

Funding Priorities

7. The Indigenous Employment Program is not for:
 - a) Direct appointments;

¹ In the context of this procedure, it is important to note that Aboriginal and Torres Strait Islander peoples are recognised as distinct Indigenous groups in Australia. However, for the purpose of inclusivity and to honour both groups, the term 'Indigenous' will be used hereafter to refer to both Aboriginal and Torres Strait Islander peoples unless specific differentiations are required.

² Interns are employed under the fixed term Student Internships Scheme clause 13.3 in the Enterprise Agreement for ANU students. See Transition to Employment Indigenous Internship Employment Program handbook for details relating to Internship program employment and structure.

- b) Training and development of staff, except as part of supporting development of staff under an approved employment initiative (i.e. ongoing identified position, trainee etc.);
 - c) Cultural awareness activities.
8. Priority is provided to professional staff employment initiatives that support the following outcomes:
- Encourage employment and professional mobility of Indigenous staff within the University;
 - Support staff development and enable transfer of job skills;
 - Contribute to individual career strategies, goals and objectives;

Conditions of Grant

- 9. Recipient areas may be required to co-contribute the grant with a funding commitment should the applicable round of funding have a larger pool of successful Intern placements then able to be supported by the annual \$125,000 Indigenous employment funding allocation.
- 10. Grants are awarded in a lump sum and ongoing funding for any position is the responsibility of the local area.
- 11. Recipient areas must consult with the Senior Consultant – Indigenous Employment and Retention throughout all stages of the recruitment process. The Senior Consultant – Indigenous Employment and Retention will be a member of the selection committee panel.
- 12. Recipient areas are required to report to the Senior Consultant – Indigenous Employment and Retention on a biannual basis. Senior Consultant – Indigenous Employment and Retention will communicate with recipient areas in relation to reporting requirements.
- 13. Awarded funds must be exhausted within 12 months from the date of successful notification and appointment.
- 14. In circumstances where the staff member does not continue their placement for the period of the Indigenous Professional Staff Grants Program funding, the area must inform the People and Culture Division via staffdiversity@anu.edu.au The area may be requested to return the remaining available funding.
- 15. In the case of the staff member not continuing their placement, the area must notify the Senior Consultant – Indigenous Employment and Retention as soon as practicable (within two weeks).

Preparation and submission of applications

- 16. There will be one round annually for Internship grant applications. Other initiatives may be possible upon consultation with the Senior Consultant - Employment and Retention.
- 17. Applications must be submitted during an open grant round by the published deadline and completed on the current approved application form. Incomplete applications will not be accepted.
- 18. Areas should discuss proposals with the People and Culture Division via staffdiversity@anu.edu.au in the early stages of developing their application. This should include discussion on providing the completed application and supporting documentation, consisting of:
 - A detailed project/s description and plan in line with relevant ANU level descriptors- i.e. Interns will be appointed under ANU O3 professional staff descriptors
 - Induction plan
 - Local organisation chart

Assessment Criteria

19. Host area applications must address each of these assessment criteria. All criteria are weighted equally.

1. Need	<ul style="list-style-type: none">• Contribution to employment, employee mobility and staff development• Alignment of role with work area priorities and outcomes
2. Quality	<ul style="list-style-type: none">• Engagement with local and University Indigenous staff networks, including mentor opportunities• Local area career development and mobility plan
3. Commitment	<ul style="list-style-type: none">• Demonstrated dedication to cross-cultural understanding and a supportive environment for Indigenous staff

Changes to role after grant awarded

20. Grants are made for the purpose specified in the original application.
21. If there is a change in circumstance following the award of the grant: for example, change to the project or position description, classification level etc. the Committee must be notified for consideration and approval.

Committee composition

23. The committee represents the breadth of the University and includes Indigenous representation and gender diversity.
24. The committee quorum is three.

Ex officio: Chief People Officer (Chair)
Vice-President, First Nations Portfolio or a nominated representative
Chief Operating Officer or a nominated representative
Director, Tjabal Centre or a nominated representative
College Dean representative
General Manager representative
Ex officio: Senior Consultant - Indigenous Employment and Retention

Additional support

25. Staff who are recruited under the grant initiative will be supported to apply for ANU professional staff development assistance. Professional development activity must fall within the guidelines for PSSS or PSDEF to be approved. p