

CHECKLIST – Instructions for completing this grant application

<input type="checkbox"/>	It is important that you read the Indigenous Employment program guideline available on the website before completing the application.
<input type="checkbox"/>	Additional information such as frequently asked questions is available on the website , and you can also talk to your local Human Resources team.
<input type="checkbox"/>	Ensure all supporting documentation is attached, including: <ul style="list-style-type: none"> - Team organisation chart - Position description
<input type="checkbox"/>	To lodge your application, email your completed form and all supporting documentation to staffdiversity@anu.edu.com

Applications will be assessed by a Committee and applicants may be invited to speak with the Committee about their application. Successful applicants will receive a written notification of their application outcome within 10 business days of the Committee making a determination.

APPLICATION

Applicant contact and key personnel-			
School / Centre / Department			
College / Division			
First name			
Last name			
Position			
Address			
Email		Phone	
Key personnel 1 <i>(add additional as required – see page 6 for additional fields)</i>			
First name			
Last name			
Position			
Role <i>E.g. Supervisor / manager</i>			
Intern placement details			
Supervisor Name			
Supervisor title			
Team context	Attached organisation chart		



Endorsement

Please attach documentation if necessary.

Manager	Name	Date
	Position	
	Signature	
Delegate (D3)	Name	Date <input type="text"/>
	Position	
	Signature	



Assessment criteria

Need

- *Contribution to employment, employee mobility and staff development*
- *Alignment of role with work area priorities and outcomes*

Your response to this criterion should be up to **500 words** and should include (where relevant):

- a) Details of how the proposal aligns with work area priorities and outcomes
- b) Details of how work has been reviewed against level descriptors, what work will be undertaken, what skills will be developed, and how experience could support employability
- c) Support to be provided to the employee in terms of their career pathway at ANU



Assessment criteria

Quality

- *Engagement with local and University Indigenous staff networks, including mentor opportunities*
- *Local area career development and mobility plan.*

Your response to this criterion should be up to **500 words** and should include (where relevant):

- a) Details of how the work area will support engagement with existing Indigenous staff and other networks to ensure retention and success of the Indigenous staff member
- b) A description of how the work area will support the development of transferable professional skills and build individual capability
- c) Include detail on non-indigenous supports and networks to be engaged



Assessment criteria

Commitment

- *Demonstrated dedication to cross-cultural understanding and a supportive environment for Indigenous staff*

Your response to this criterion should be up to **500 words** and should include (where relevant):

- a) Details of the existing Indigenous staff numbers and position levels
- b) Initiatives in place to support Indigenous staff engagement
- c) Initiatives to promote learning of staff around Indigenous culture
- d) Activities to promote Reconciliation and the RAP (e.g. local RAP committees, participation in cultural events e.g. NAIDOC week, Acknowledgement of Country during important/external meetings etc.)

Funding	
Year in which the funding will be spent <i>(funding will need to be exhausted within 1 year of being awarded)</i>	
Co-contribution possible from local area if required <i>(local areas may be required to contribute to the funding with a local commitment)</i>	\$

Additional key personnel *(if required- this could be staff other than the supervisor responsible for directing work or having high levels of regular engagement)*

Key personnel 2 <i>(optional)</i>	
First name	
Last name	
Position	
Role <i>E.g. Supervisor / manager</i>	
Key personnel 3 <i>(optional)</i>	
First name	
Last name	
Position	
Role <i>E.g. Supervisor / manager</i>	
Key personnel 4 <i>(optional)</i>	
First name	
Last name	
Position	
Role <i>E.g. Supervisor / manager</i>	