



IP Australia's Indigenous Employment Strategy 2016-2019

Revision History

Date	Changes
04/06/2010	Document Creation
22/6/2012	Updated to reflect HR restructure and team name changes
27/05/2016	Reviewed and updated as per Quality Review requirements

Introduction

Consistent with previous years, improving the representation of Indigenous people within the Australian Public Service (APS) continues to be a key focus. The *Commonwealth Aboriginal and Torres Strait Islander Employment Strategy* establishes the representation goal of three per cent by 2018 for Commonwealth agencies. In consideration of our restricted geographic footprint and specialist skill set, the Australian Public Service Commission (APSC) has assigned IP Australia a revised target of 2.5 per cent by 2018.

According to the State of the Service Report 2014-15, representation of Indigenous people as a proportion of ongoing employees in the APS rose from 2.5 per cent in 2014 to 2.6 per cent in 2015, however statistics show Indigenous Australians are over-represented at the APS entry level.

Indigenous representation in IP Australia has remained fairly consistent for a number of years, but remains well below the APS target. As at March 2016, less than 0.5 per cent of IP Australia's staff identify as being of Aboriginal or Torres Strait Islander origin.

This strategy will assist in addressing low representation and aligns with the IP Australia – Innovate Reconciliation Action Plan (the RAP).

Due to the alignment between this strategy and the RAP, the Reconciliation Action Plan Champion will oversee and support the implementation of this strategy, supported by People Management.

Strategy Aims

This strategy is designed to promote and improve the employment and retention of Aboriginal and Torres Strait Islander people in IP Australia, and assist the achievement of the 2.5 per cent employee representation target by 2018.

IP Australia will work independently and collaboratively with portfolio agencies when opportunities arise to pursue this target. Under this strategy, IP Australia will:

1. Position IP Australia as an employer that attracts Aboriginal and Torres Strait Islander applicants.
2. Participate in whole-of-government recruitment activities to supplement regular recruitment processes to increase the engagement of Aboriginal and Torres Strait Islander employees.
3. Participate in the Indigenous Champions Network (ICN) meetings and subsequent Working Groups.
4. Ensure that retention rates remain high by fostering an environment that embraces Aboriginal and Torres Strait Islander people in the workplace and where cultural diversity enriches our business.
5. Increase the capability and career development opportunities for Aboriginal and Torres Strait Islander employees.
6. Support Aboriginal and Torres Strait Islander employees and their managers in the workplace.

Monitoring, Reporting and Evaluation

Monitoring and reporting

People Management will report to the People and Communication Committee on progress against this strategy. Reporting will occur during NAIDOC week each year and will be included in RAP progress reporting arrangements.

Evaluation

The success of the strategy will be evaluated by:

- monitoring of sharing of information via ESS
- annual analysis of recruitment data to determine if IP Australia vacancies are attracting Aboriginal and Torres Strait Islander applicants
- surveys of newly engaged Aboriginal and Torres Strait Islander staff/ exit surveys of exiting Aboriginal and Torres Strait Islander staff.

Resource implications

The implementation of this strategy may have associated costs. These costs may include, but are not limited to:

- placement costs associated with participation in whole-of-government employment initiatives (eg Indigenous Australian Government Development Program or Cadetship program fees).
- production costs for marketing material to raise the IP Australia employer profile.
- travel costs associated with representing IP Australia at targeted career fairs, universities or other events.

People Management and Business Groups will need to consider the resource implications when developing their annual budget.



Aim 1 - Recruitment Outcomes

Activity	By when	What will success look like	Lead responsibility
Partner with APSC and other agencies to participate in whole-of-government employment programs (eg Indigenous Australian Government Development Program (IAGDP) or Indigenous Graduate Program (IGP)).	January 2019.	Placement of up to three employees through whole-of-government employment programs over the life of the strategy.	People Management (coordination of bids to central agency)
	Ongoing.	Participate on the Indigenous Champions Network	Indigenous Champion and People Management
Develop appropriate marketing material to promote IP Australia among indigenous University students and job seekers.	March each year.	Annual review and refresh of marketing material for University Career Fairs.	People Management Strategic Communication
	November annually.	Consider placing advertisement in Top 100/GenOne (Tertiary institution booklets for University Graduates and Aboriginal and Torres Strait Islander university students).	People Management Strategic Communication
Explore opportunities to work with Indigenous Employment agencies to identify candidates for specific IP Australia roles.	Ongoing.	Indigenous Employment agencies listed on Supply Nation are invited to nominate candidates for specific IP Australia roles.	People Services

<p>Build relationships with targeted tertiary educational institutions to raise awareness of IP Australia as an employer of choice for Indigenous students with studies relevant to IP Australia.</p>	<p>Commencing July 2017. May include campus visits during Career Fair season (approx. March each year).</p>	<p>Build relationships with Indigenous student bodies at:</p> <ul style="list-style-type: none"> - ANU - UC - University of Wollongong - University of Sydney - University of Melbourne. <p>Tertiary institutions identified and contact made with Indigenous Student networks/bodies.</p>	<p>People Management</p>
<p>Revise wording of advertisements to be more explicit in our commitment to Indigenous employment.</p>	<p>July annually.</p>	<p>Annual review of:</p> <ul style="list-style-type: none"> - Job document template - Gazette wording - Jobs Boards templates (SEEK, CareerHub, Engineers Australia etc) - Advertising placed via social media. 	<p>People Management Strategic Communication</p>
<p>Review the Indigenous Recruitment page and include links to the APSC Indigenous recruitment portal and the Indigenous Australian Public Service Careers Facebook page.</p>	<p>October 2016</p>	<p>Website reviewed and additional information included for Indigenous applicants</p>	<p>Workforce Planning and Talent Acquisition.</p>

Aim 2 - Retention Outcomes

Activity	By when	What will success look like	Lead Responsibility
<p>Create an inclusive environment where Aboriginal and Torres Strait Islanders feel confident to share heritage.</p> <ul style="list-style-type: none"> • eLearning modules available to staff to raise cultural awareness. • Information available to all staff providing advice and guidance on protocols which apply when engaging with Aboriginal and Torres Strait Islander people. • Indigenous employees indicate they are satisfied with the environment as measured in State of the Service Employee Census. • Annual Reminder to all staff to update diversity information on ESS. 	<p>Ongoing.</p> <p>Module 1 by NAIDOC Week 2016 (modules 2 and 3 by August 2016).</p> <p>December 2016.</p> <p>Annually.</p> <p>NAIDOC Week annually.</p>	<p>Modules 1, 2 and 3 available to all staff and included as part of induction procedures.</p> <p>Protocol available to all staff via the intranet.</p> <p>High levels of engagement in Aboriginal and Torres Strait Islander staff.</p>	<p>People Management</p> <p>All IP Australia staff</p>
<p>Investigate opportunity for IP Australia staff to access and participate in Aboriginal and Torres Strait Islander staff networks within the portfolio and workplace precincts (Industry Portfolio / Woden / MPEC).</p>	<p>July 2018.</p>	<p>Options investigated and staff who identify advised of outcome.</p>	<p>People Management</p>
<p>Undertake detailed analysis of State of the Service Employee Census/Exit interview information for Aboriginal and Torres Strait Islander employees to identify issues and retention barriers.</p> <p>Provide the RAP Champion regular reports and analysis of workforce data in relation to Indigenous employees.</p>	<p>October annually.</p>	<p>Data indicates that Indigenous employees are being retained. RAP Champion and People Services are able to identify trends, issues and opportunities that impact on delivery of the strategy.</p>	<p>People Management</p>

Develop mechanisms to consult with and involve indigenous employees on issues that affect them.	May 2017	Invite Indigenous staff to participate as part of the RAP Working Group. Consider amending Workplace Committee consultation processes to include the RAP Working Group as a matter of course.	People Services
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Aim 3 – Capability and Career Development

Activity	By when	What will success look like	Lead Responsibility
Encourage Aboriginal and Torres Strait Islander staff to consider accessing APSC's suite of learning programs aimed at Aboriginal and Torres Strait Islander employees.	July 2018.	Indigenous employees are being advised of learning opportunities offered by both IP Australia and APSC.	People Management
Aboriginal and Torres Strait Islander employees are encouraged to apply for studybank and Professional Development Program.	Ongoing.	Indigenous employees are being advised of study bank and encouraged to nominate through the PDP arrangements.	People Management
Participate on the Indigenous APS5/6 Careers Development Working Group.	Monthly through to March 2017.	Indigenous employees are aware of Career development opportunities and are supported and encouraged to attend.	Aboriginal and Torres Strait Islander Champion and People Management