



NAAJA ABORIGINAL EMPLOYMENT POLICY

Purpose

The purpose of this policy is to provide successful work opportunities and employment outcomes for Aboriginal people. NAAJA aims to increase the numbers of Aboriginal people it employs and to ensure that Aboriginal people make up the majority proportion of its overall staff.

Outcomes

As part of NAAJA's commitment to Aboriginal employment, NAAJA will broaden employment and development opportunities for Aboriginal people at all levels within the organisation with an overall commitment to ensure that Aboriginal people constitute a minimum of 60% of overall staffing numbers by 2009.

To ensure that the outcome is achieved, NAAJA will continuously:

- Develop strategies to increase the number of Aboriginal staff in its employ;
- Develop an organisational culture which values and respects Aboriginal culture, accommodates cultural differences, and which is recognised in NAAJA policies and practices;
- Establish relationships with Aboriginal employees based on the principles of social justice and equity;
- Facilitate professional development opportunities and achievable career path goals for all Aboriginal staff; and
- Commit to the principles of equal opportunity.

Preference

NAAJA will give preference in recruitment to people within the following guidelines:

- Quality of client service is paramount and all applicants will be assessed against prescribed selection criteria with the person who best meets or exceeds the criteria to be selected, i.e., selection is merit based.
- Where 2 or more applicants are assessed as equal against the selection criteria, an Aboriginal applicant is to be given preference in employment.

- The selection process will be used to give unsuccessful Aboriginal applicants preference in career path development and training if they are already employees or for traineeships, placements and scholarships if they are not (see 2.5 below).
- Selection criteria for vacancies will recognise and give effect to the purpose and outcomes of this Policy.

Key objectives

1. Building Relationships
2. Recruitment
3. Career Development
4. Retention
5. Support mechanisms

Strategies

Objective No. 1 Building Relationships

To build a network of relationships with local Aboriginal communities and community partners to encourage Aboriginal people to apply for jobs at NAAJA and to promote NAAJA as a desirable employer for Aboriginal people.

- 1.1.1 Develop and disseminate information to external agencies, in particular Aboriginal community organisations.
- 1.2 Develop or participate in existing consultative forums on the promotion of employment opportunities for local Aboriginal people.
- 1.3 Have one NAAJA Board Director sit as community representatives on selection panels, encourage potential applicants to apply for positions, and participate in ongoing monitoring of the Policy.
- 1.4 Develop relationships with other employers that will facilitate employment and training opportunities for local Aboriginal people.
- 1.5 Promote NAAJAs employment opportunities through the NAAJA Website

Objective No. 2 Recruitment

To increase the number of Aboriginal employees at all levels of employment at NAAJA so as to improve equality of employment opportunity for the Aboriginal population of the Top End.

- 2.1** Include details about NAAJA Aboriginal Employment Policy in the information kits sent to all job applicants.
- 2.2** Advertise all job vacancies so as to attract the attention of Aboriginal people, for example, in newspapers such as the Koori Mail and through Aboriginal community organisations and other Aboriginal networks.
- 2.3** Prepare position descriptions, which are written in plain English.
- 2.4** Include in all advertisements “Aboriginal people are urged to apply”
- 2.5** Develop programs targeting recruitment of Aboriginal people to NAAJA for other positions including:
 - Work experience programs
 - Cadetships, traineeships, apprenticeships
 - Academic internships
 - Management training programs
 - In house training
 - Study time and study leave
 - Job rotation and/or exchange programs both internally and with community partners
- 2.6** Include one Board Director on all selection panels
- 2.7** Ensure Aboriginal people are on selection panels for positions involving Aboriginal applicants.
- 2.8** Include cross-cultural awareness training for non-Aboriginal staff.
- 2.9** Through negotiations with accredited training providers, establish relevant courses to help Aboriginal people apply for positions at NAAJA.
- 2.10** Where an applicant has a family member currently employed at NAAJA the panel are to ask the applicant if this will affect their working relationship.

Objective No. 3 Career Development

To provide career development options for existing and newly recruited Aboriginal staff.

- 3.1** Undertake a skills analysis of existing Aboriginal employees to identify their skills gaps in relation to the job they currently hold.
- 3.2** Provide induction to newly recruited Aboriginal employees introducing them to employment at NAAJA and recognising they may have special needs in adapting to employment.
- 3.3** Ensure that both on- and off-the-job training is available to Aboriginal employees through programs such as job sharing, job rotation or exchanges, secondments, NAAJA staff training courses, and TAFE and University level courses; and provide specific training as necessary.
- 3.4** Ensure supervisors conduct annual career development interviews with Aboriginal employees to assist them in identifying and addressing their training needs.
- 3.5** Enable Aboriginal employees to fast track their careers by providing appropriate support for readiness for promotion.

Objective No. 4 Retention

To maximise retention of Aboriginal employees by offering a culturally sensitive, supportive and rewarding environment.

- 4.1 Ensure that all conditions of employment and service for Aboriginal employees are equitably and are culturally relevant.
- 4.2 Ensure all employment programs offered provide a level of flexibility and menu of employment options to meet different work, study and family situations (e.g. different combinations of full and part-time work and study and flexibility to change between different options with changed circumstances).
- 4.3 Ensure a clear position description is prepared for each position targeted for an Aboriginal employee.
- 4.4 Develop and introduce an Aboriginal Cultural Awareness Training program for all NAAJA staff to increase cultural sensitivity, promote effective work communication and enhance relationships between Aboriginal and non-Aboriginal people. Such training will be mandatory for all staff.
- 4.5 Promote the Aboriginal Employment Policy across NAAJA, as general awareness raising of Aboriginal employment issues and to foster a supportive employment environment.
- 4.6 NAAJA will encourage any Aboriginal employee leaving the employment of the NAAJA to participate in an exit interview with a senior staff member of choice. The purpose of these interviews will be to understand reasons for separation and to take remedial action

Objective No. 5 Support Mechanisms

To develop and foster support networks for Aboriginal employees.

- 5.1 Develop a mentoring program for Aboriginal employees, in particular newly recruited staff.
- 5.4 Promote information about the Aboriginal Employment Policy across NAAJA specifically to supervisors / managers to encourage participation in the Policy and delivery of appropriate training and support.

Implementation, Monitoring and Evaluation

Implementation, monitoring and evaluation of this Policy will be undertaken by the Corporate Services Manager and reported at each NAAJA Board Directors meeting.

An extensive review of the policy will be undertaken every 12 months commencing 1st October 2009.

The review will include an evaluation of:

- Progress towards achieving 60% of Aboriginal employees by 2009;
- Adequacy of reporting to NAAJA Board meetings;
- Evidence of consultation with the local Aboriginal community and community partners;
- The number of Aboriginal people recruited as a proportion of non-Aboriginal people;
- Progress towards the distribution of Aboriginal people across salary levels; and
- Aboriginal staff are progressing towards promotion readiness through:
 - Participation in career development interviews;
 - Attending training linked to career development plans; and
 - Developing identified competencies.