
Aroonba Yanaaya
UNIVERSITY OF NEW ENGLAND INDIGENOUS EMPLOYMENT STRATEGY
2003 - 2006

The *Aroonba Yanaaya* Indigenous Employment Strategy 2003-2006 is part of the University of New England's (UNE's) long term vision of equity in access to employment and of an environment where staff thrive. The Strategy is a demonstration of UNE's commitment to the interests of our culturally diverse regional community and demonstrates a proactive approach in achieving equity for Indigenous people.

Purpose

The purpose of the *Aroonba Yanaaya* Indigenous Employment Strategy is to provide employment and career development opportunities in a supportive inclusive environment to Indigenous people from within and outside of this region.

Goals and Strategies

1. **Recruitment through partnerships** - Promote UNE as a committed employer, forming links with Indigenous and non-Indigenous organisations to increase the number of Indigenous staff
2. **Retention of Indigenous staff** - Provide a supportive environment and encourage career pathways for Indigenous staff
3. **Effective programs to implement the Strategy** - Provide strong support mechanisms for the recruitment, further training, professional development and retention of Indigenous staff.

Goal 1. Recruitment through partnerships		
Strategy – Promote UNE as a committed employer, forming links with Indigenous and non-Indigenous organisations to increase the number of Indigenous staff		
Strategic Actions	Outcomes	Responsibility
1.1 Ensure that available positions are made accessible to the Indigenous community	Advertisements are written in plain English Designated and/or identified positions (positions targeting a particular group under UNE’s EEO Management Plan) are advertised through the Indigenous media	IE Coordinator, liaising with Personnel Services and current Indigenous staff
1.2 Actively seek Indigenous applicants for all available positions	A database of community organisations is established Community organisations are contacted and kept informed of available positions at UNE An Indigenous representative is on the selection committee for every designated and/or identified position Unsuccessful applicants are contacted after applying and attending interview and given feedback on ways to improve future applications and interviews	IE Coordinator, liaising with Personnel Services, Indigenous representative on selection panel
1.3 Target Indigenous students as potential UNE staff	Secondary students are given information through school presentations and parent information days 3 rd year students at the Ooralala Centre are given information on job opportunities at UNE Indigenous academic positions are established in each Faculty Cadetships for UNE graduates are established	IE Coordinator, Deans, Heads of Schools, EO Committees, Faculties/Directorates contact person
1.4 Involve current staff in promoting UNE as an employer	Indigenous staff participate in school and TAFE information days and media promotions	Current Indigenous staff/IE Coordinator
1.5 Form links with Job Centres, CDEP and other Indigenous and non-Indigenous organisations	Job Centres provide pre-employment training to Indigenous people to meet the specific needs of UNE An Indigenous employment casual list is established, with the support of Job Centres, for casual employment opportunities OH & S training and other compulsory accredited training is provided through partnerships with Job Centres and UNE Links with CDEP are established to recruit staff Staff are recruited through Indigenous community organisations	IE Coordinator liaising with Job Centres, HRS, Faculties/Directorates contact person, CDEP, Indigenous community
1.6 Form links with UNE’s and other universities’ alumni and student bodies to promote UNE as an employer	Networks are established and maintained with the Indigenous Postgraduates Association, UNE’s Alumni and other universities, employers and organisations The established networks are used to notify organisations and members of vacancies at UNE.	IE Coordinator, Faculties/Directorates contact person

Goal 2. Retention of Indigenous staff		
Strategy – Provide a supportive environment and encourage career pathways for Indigenous staff		
Strategic Actions	Outcomes	Responsibility
2.1 Provide mentoring program for new Indigenous staff	A mentor is nominated for every new Indigenous staff member Regular meetings are held between individual Indigenous staff members and their mentor	IE Coordinator, Faculties/Directorates contact person
2.2 Increase staff cultural awareness through cultural diversity programs	Cultural diversity programs are offered to all academic and general staff Cultural diversity programs are a requirement for Heads of Schools Attendance levels at cultural diversity programs reflect the wider UNE community IE Coordinator is involved in the Induction process for all new staff	Equity Office, IE Coordinator, Faculties/Directorates contact person
2.3 Provide mentoring and support to Indigenous staff	Meetings are organised between individual Indigenous staff members and their supervisors to discuss staff member's progress Resigning Indigenous staff are encouraged to participate in exit interviews	IE Coordinator, Mentor
2.4 Involve Indigenous people in the retention of Indigenous staff members	Support group meetings and informal get-togethers for Indigenous staff are arranged regularly Community elders are invited to talk to staff meetings and cross-cultural workshops IE Coordinator is involved in the induction process for new staff	IE Coordinator, Indigenous staff
2.5 Encourage support for the Strategy from non-Indigenous staff	Promotional material on the Strategy is published Profiles of current staff members and their role at UNE are published	IE Coordinator, liaising with Marketing and Public Affairs Office
2.6 Encourage Indigenous staff to participate in professional development and to advance their career	Indigenous staff are encouraged and supported in applying for professional development Indigenous staff are encouraged and supported in applying for other positions Indigenous staff participate in training courses with other Indigenous staff as well as in mainstream training Indigenous staff are encouraged to train for and participate on selection committees	Supervisors, Cost Centres, Faculties/Directorates contact person, IE Coordinator
2.7 Establish traineeships to increase the pool of skilled Indigenous people who can apply for positions	Traineeships are established in all areas of the university	Deans, Heads of School, Directors, Faculties/Directorates contact person, liaising with IE Coordinator

Goal 3. Effective programs to implement the Strategy

Strategy – provide strong support mechanisms for the recruitment, further training, professional development and retention of Indigenous staff

Strategic Actions	Outcomes	Responsibility
3.1 Establish a committed, supportive advisory committee	A high level advisory committee is appointed with no more than 10 members and not more than one member from any department or organisation The committee membership is based on nominated positions The advisory committee meets on a regular basis and members attend regularly	Equity Manager in consultation with IE Committee
3.2 Develop clear sets of procedures for all areas of the Strategy	Written procedures are developed for recruitment, career development and staff support	Advisory Committee, IE Coordinator
3.3 Support all areas of the University in appointing Indigenous staff	Written procedures include support for faculties and directorates and other areas of UNE in the recruitment of staff	IE Coordinator in liaison with Personnel Services
3.4 Incorporate the Indigenous Employment Strategy into all faculties' and divisions' policies	A commitment to Indigenous employment is included in all strategic and operational plans Faculties and directorates nominate a Faculties/Directorates contact person to assist the IE Coordinator in the recruitment and retention of Indigenous staff Faculty EO Committees are regularly attended by IE Coordinator Regular updates are provided to faculty management committees	IE Coordinator, Deans, Heads of Schools, EO Committees, Faculties/Directorates contact person

Acronyms:

CDEP	Community Development Employment Project
IE Strategy	Indigenous Employment Strategy
IE Coordinator	Indigenous Employment Coordinator
EO Committees	Equal Opportunity Committees

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Approved: by the Vice-Chancellor, Professor Ingrid Moses

Date: 4 July 2003