

Aboriginal and Torres Strait Islander Employment Action Plan 2010-2013

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Objectives	Strategies	Key Performance Indicators	Timeframes	Responsibility
1. Position the Department of Education and Training as an employer of choice for Aboriginal and Torres Strait Islander employees	<ul style="list-style-type: none"> Maximise permanency of employees at all levels 	Increased permanency of Aboriginal and Torres Strait Islander staff	Ongoing	HR Branch/All Managers/ HR Managers/Senior Managers/Principals
	<ul style="list-style-type: none"> Create opportunities for career advancement within the Department 	Increased Aboriginal and Torres Strait Islander staff at all levels of the Department	Ongoing	HR Branch/All Managers/HR Managers/Senior Managers/Principals
	<ul style="list-style-type: none"> Continued support of local networks 	Increased membership and participation of networks	Ongoing	HR Branch/ network chair/Regional Directors/Institute Directors/ HR Managers/Senior Managers/Principals
	<ul style="list-style-type: none"> Include responsibility for increasing Aboriginal and Torres Strait Islander employment in the performance plans of all senior management 	All business plans to include attraction and retention strategies for increasing the number of Aboriginal and Torres Strait Islander employees	2010/2011	Managers at all levels of the Department / Governance, Strategy and Planning Branch
		All Position Descriptions of senior managers to include a commitment to creating a diverse workforce	2011/2012	HR Branch/ Institute Directors /Regional Directors /HR Managers
	<ul style="list-style-type: none"> Partner with universities to encourage Aboriginal and Torres Strait Islander graduates to seek employment opportunities with the Department 	Increased employment of Aboriginal and Torres Strait Islander graduates in the Department	2010/2011	Managers at all levels of the Department /HR Managers
	<ul style="list-style-type: none"> Raise awareness of whole-of-government objectives relating to the Queensland Reconciliation Action Plan, the Australian Employment Covenant and the National Partnership on Indigenous Economic Participation with senior managers and Aboriginal and Torres Strait Islander employees through local networks 	Aboriginal and Torres Strait Islander employment strategies incorporated into the business planning process	2010-2013	Managers at all levels of the Department / Policy, Planning and Performance Division/Network chairs
2. Increase representation of Aboriginal and Torres Strait Islander workers across all classification levels and employment types (min of 2.6%)	<ul style="list-style-type: none"> Develop and implement specialised strategies for recruiting teachers and other professionals 	Increase in the number and percentage of Aboriginal and Torres Strait Islander teachers and other professionals employed in the Department	Ongoing	HR Branch/ Institute Directors /Regional Directors /HR managers/Senior Managers/Principals
	<ul style="list-style-type: none"> Develop entry level Aboriginal and Torres Strait Islander recruitment strategies (school-based trainees, school-based apprentices, trainees, Administration Officers, Teacher Aides, Tutors) 	Increase in the number and percentage of Aboriginal and Torres Strait Islander school-based trainees, school-based apprentices, trainees, Administration Officers, Teacher Aides, Tutors employed in the Department	2011/2012	HR Branch/ Institute Directors /Regional Directors /HR Managers/Senior Managers/Principals
	<ul style="list-style-type: none"> Expand geographical and discipline coverage of Remote Area Teacher Education Program to further develop the skills of Aboriginal and Torres Strait Islander employees 	Number of Aboriginal and Torres Strait Islander employees participating in Remote Area Teacher Education Program across wider geographical areas Number of Aboriginal and Torres Strait Islander students completing Remote Area Teacher Education Program and going on to jobs in the Department	2010/2011	Indigenous Schooling Support Units HR Branch/ Regional Directors/Institute Directors/ HR Managers/Senior Managers/Principals
	<ul style="list-style-type: none"> Promote use of identified/specified position descriptions 	Increase in the number of identified/specified positions created across all classification levels	Ongoing	HR Branch/ Institute Directors /Regional Directors /HR managers/Senior Managers/Principals

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2. Increase representation of Aboriginal and Torres Strait Islander workers across all classification levels and employment types (min of 2.6%) (cont.)	<ul style="list-style-type: none"> Partner with Regional Executive Directors, Institute Directors, Regional Directors (Training) and other senior executives to develop regional targets for Aboriginal and Torres Strait Islander employment 	Stretch targets set for the employment of Aboriginal and Torres Strait Islander people across all classification levels in each area of the Department	2010/2011	HR Branch/ Institute Directors /Regional Directors /HR Managers/Senior Managers/Principals
	<ul style="list-style-type: none"> Target advertising to attract/increase Aboriginal and Torres Strait Islander applicant pool 	Increase percentage of Aboriginal and Torres Strait Islander applicants	Ongoing	HR Branch/ Institute Directors /Regional Directors /HR Managers/Senior Managers/Principals
	<ul style="list-style-type: none"> Encourage greater Aboriginal and Torres Strait Islander participation in recruitment processes and on selection panels 	Increased participation in selection panels	Ongoing	HR Branch/ Institute Directors /Regional Directors /HR Managers/Senior Managers/Principals
	<ul style="list-style-type: none"> Promote opportunities for career progression through employee networks 	Increased knowledge of career progression opportunities within the Department	Ongoing	HR Branch/ Institute Directors /Regional Directors /HR Managers/Senior Managers/Principals
	<ul style="list-style-type: none"> Promote Pearl Duncan scholarships 	Increased retention rate of Aboriginal and Torres Strait Islander employees	Annually	HR Branch (Workforce Capability and Performance)
	<ul style="list-style-type: none"> Liaise with Deans of Education to notify of scholarship rounds 	Increased number of Aboriginal and Torres Strait Islander applicants and scholarships awarded	Annually	HR Branch (Workforce Capability and Performance)
	<ul style="list-style-type: none"> Communicate with Deans of Education to promote early intervention strategies 	Increased completion of study program	Annually	HR Branch (Workforce Capability and Performance)
	<ul style="list-style-type: none"> Convert Community Development Employment Projects (CDEP) recipients to permanent employment 	Percentage of former CDEP recipients that are permanently employed in DET	2010-2012	HR Branch/ Institute Directors /Regional Directors /HR Managers/Senior Managers/Principals
3. Develop a “culturally aware” workforce	<ul style="list-style-type: none"> “Embedding Aboriginal and Torres Strait Islander Perspectives” training which includes: <ul style="list-style-type: none"> Crossing Cultures – It’s Everyone’s Business The Big Picture – A Hidden History (both Aboriginal and Torres Strait Islanders) The Local Story (under development) 	All staff to have completed training	2013	HR Branch/ Institute Directors /Regional Directors /HR Managers/Senior Managers
	<ul style="list-style-type: none"> Develop Aboriginal and Torres Strait Islander module for online diversity training of all staff to address the cultural diversity of the workforce 	Online Aboriginal and Torres Strait Islander awareness training developed and implemented	2010	HR Branch

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3. Develop a “culturally aware” workforce (cont.)	<ul style="list-style-type: none"> Celebrate/promote significant cultural days (e.g. NAIDOC) 	Increased attendance at cultural day events	Ongoing	HR Branch/Senior Managers/HR Managers
	<ul style="list-style-type: none"> Promote <i>Stronger, Smarter</i> program for all managers with the Indigenous Education Leadership Institute (IELI) 	Increased participation	Annually	Division of Indigenous Education and Training Futures, IELI, HR Managers/ HR Branch / Institute Directors /Regional Directors/Senior Managers
4. Enhance communication techniques	<ul style="list-style-type: none"> Create Aboriginal and Torres Strait Islander workforce distribution list 	List established and accessible	April 2010	HR Branch
	<ul style="list-style-type: none"> Explore the possibility of ‘virtual networking’ for sharing information 	Discussion paper developed with regards to the viability of ‘virtual networking’	2010	HR Branch
	<ul style="list-style-type: none"> Develop a robust communication strategy using all available media 	Communication and engagement plan developed and implemented	2010/2011	HR Branch/ Regional Directors /Institute Directors/HR Managers
	<ul style="list-style-type: none"> Maintain an up-to-date internet site for Aboriginal and Torres Strait Islander employees 	Increased use of internet site	Ongoing	HR Branch
5. Develop training and development opportunities	<ul style="list-style-type: none"> Develop a mentoring program Create work shadowing opportunities 	Number of Aboriginal and Torres Strait Islander employees participating in mentoring and work shadowing	2010/2011	HR Branch/ Institute Directors/Regional Directors/ HR Managers
	<ul style="list-style-type: none"> Sponsor participants on various leadership and professional development programs e.g. the Wal -Meta leadership program 	Number of Aboriginal and Torres Strait Islander employees sponsored to participate in professional development programs	Ongoing	HR Branch/HR Managers
	<ul style="list-style-type: none"> Explore opportunities for subsidised competency based training with TAFE and Remote Area Teacher Education Program, including Cert III in Education Support for Teacher-Aides and Diploma in Counselling for Community Education Counsellors 	Increased number of employees enrolled in competency based training	2010/2011	HR Branch/ Division of Indigenous Education and Training Futures