

# Staff Recruitment and Selection Guidelines - Indigenous Staff

## Section 1 - Purpose

(1) The purpose of these Guidelines is to describe the principles and procedure that apply to recruiting and selecting Indigenous staff or staff providing specific services to Indigenous students at Charles Sturt University (the University).

### Scope

(2) These Guidelines apply to all employees involved in recruiting and selecting Indigenous staff or staff providing specific services to Indigenous students at the the University.

### Application of Guidelines

(3) Recruitment processes will conform to the provisions of the the University's Staff Recruitment and Selection Policy . However, in the case of positions identified as having responsibility for Indigenous related polices and/or programmes or positions targeted for Indigenous recruitment, the following principles will also be applied to both academic and general staff recruitment.

## Section 2 - Definition of Australian Indigenous People

(4) In Australia, reference to an Indigenous person applies to people of Aboriginal and/or Torres Strait Island descent.

(5) For the purpose of these Guidelines an Indigenous person is one who:

- a. is of Australian Aboriginal and/or Torres Strait Island descent;
- b. identifies as an Aboriginal person or Torres Strait Islander; and
- c. is accepted as an Aboriginal person or Torres Strait Islander by the community in which he or she lives or has lived.

## Section 3 - Policy

(6) Refer to the Staff Recruitment and Selection Policy.

## Section 4 - Procedures

(7) Nil.

# Section 5 - Guidelines

## Part A - Identified Positions

(8) An identified position is one in which the principal duties involve development and/or delivery of policies, programmes or services which impact on Indigenous people and require interaction with Indigenous communities. Such positions require specific knowledge and understanding of Indigenous cultures and issues and the ability to communicate effectively with Indigenous communities.

(9) Where a position provides a service specifically for Indigenous people, the the University may restrict appointment to Indigenous persons as provided for by Section 14 of the Anti-Discrimination Act 1977 (NSW) .

## Part B - Targeted Positions

(10) A targeted position is a position which is allocated for recruitment of an Indigenous person under the the University's Indigenous Employment Strategy . Unlike identified positions, there is no requirement for specific knowledge of Indigenous cultures or issues in the position role. Targeted positions are employed as a special measure to increase employment opportunities for Indigenous people and achieve a more diverse staffing profile that contributes to an inclusive campus environment for Indigenous students.

(11) Positions may be targeted under the Indigenous Employment Strategy within the framework of the the University's Equity Employment Plan in accordance with the measures provided for by Sections 21, and 122K of the Anti-Discrimination Act 1977 (NSW) .

## Part C - Selection Criteria for Identified Positions

(12) In principle, the the University's aim is to employ an Indigenous person in any position that specifically provides services for Indigenous people. In the first instance, the the University will include in the essential criteria for identified positions the requirement that the appointee be of Indigenous descent. Where the the University has grounds to consider that it may be difficult to attract a suitably qualified Indigenous applicant, advice should be sought from the Indigenous Employment Coordinator with regard to implementing appropriate advertising and recruitment strategies before changing the status of the requirement for Indigenous descent from essential to desirable.

(13) For all identified positions, the essential criteria will require that the appointee:

- a. is an Indigenous Australian (as qualified in clause 5 above);
- b. demonstrates a level of knowledge and understanding of Indigenous cultures and societies appropriate to the position; and
- c. demonstrates the ability to communicate sensitively and effectively with Indigenous people, including the requirement for genuine consultation and negotiation.

## Part D - Selection Criteria for Targeted Positions

(14) Selection criteria for targeted positions should include as an essential requirement that the appointee be an Indigenous Australian.

## Part E - Advertising Vacancies

(15) In addition to the use of normal channels of advertising, positions will be advertised through appropriate Indigenous publications/media and networks. Consideration should be given to an appropriate lead time to enable

promotion of vacancies through community and other networks. The Indigenous Employment Coordinator can provide advice on, and assistance with, advertising strategies.

(16) Where an identified position is to be advertised, the advertisement should indicate that applications are sought from Indigenous Australians pursuant to Section 14 of the Anti-Discrimination Act 1977 (NSW) .

(17) Where it is intended to target a mainstream position for recruitment of an Indigenous person, the advertisement should indicate that, in accordance with the the University's Indigenous Employment Strategy, applications are sought from Indigenous Australians.

## **Part F - Selection Committees**

(18) Where a position is identified or targeted for appointment of an Indigenous person the selection panel must include at least one Indigenous panel member with appropriate expertise in the professional area.

(19) Positions at management level will normally include more than one Indigenous panel member, one of whom will be external to the unit or Division.

## Status and Details

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<b>Unit Head</b>	Malcolm Wilson Director, Workplace Relations and Policy +61 2 63384632
<b>Author</b>	Sarah McCormick Manager, Diversity and Equity
<b>Enquiries Contact</b>	Catherine Martin Indigenous Employment Coordinator +61 2 69332200