

# Staff Recruitment and Selection Guidelines - Indigenous Australian Staff

## Section 1 - Purpose

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

### Scope

(2) These Guidelines apply to all employees involved in recruiting and selecting Indigenous Australian staff or staff providing specific services to Indigenous Australian students at the University, inclusive of full time, part time, fixed term, casual and ongoing appointments.

## Section 2 - Glossary

(3) Indigenous Australian people - refers to people of Australian Aboriginal and/or Torres Strait Island descent. For the purpose of these Guidelines, an Indigenous Australian person is one who:

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

## Section 3 - Policy

(4) Refer to the [Staff Recruitment and Selection Policy](#).

## Section 4 - Procedures

(5) Nil.

## Section 5 - Guidelines

(6) Recruitment processes will conform to the provisions of the University's [Staff Recruitment and Selection Policy](#). However, in the case of positions identified as having responsibility for Indigenous related policies and/or programs or positions targeted for Indigenous Australian recruitment, the following principles will also be applied to both academic and professional/general staff recruitment.

## Identified Positions

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

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

(9) In the case of an identified position and, where requested, the applicant will be required to provide written confirmation of Indigenous Australian identity via a [statutory declaration](#).

## Targeted Positions

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

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

## Selection Criteria for Identified Positions

(12) In principle, the University aims to employ an Indigenous Australian person in any position that specifically provides services for Indigenous Australian people. In the first instance, the University will include in the essential criteria for identified positions the requirement that the appointee be an Indigenous Australian. Where the University has grounds to consider that it may be difficult to attract a suitably qualified Indigenous Australian 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 Australian descent from essential to desirable.

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

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

## Selection Criteria for Targeted Positions

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

## 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) Identified positions, which require the applicant to work closely with external Indigenous communities, should clearly state, in the advertisement and position description, the requirement to provide written confirmation of Indigenous Australian identity by way of a statutory declaration.

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

## **Selection Committees**

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

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

(21) Identified positions that require the appointee to work with external Indigenous Australian community must include one member of the Indigenous Australian community on the interview panel, whose role will be to review the applicants' involvement in community and community engagement. The Indigenous Employment Coordinator must be consulted to determine an appropriate person for the panel.

## Status and Details

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<b>Unit Head</b>	Malcolm Wilson Director, Workplace Relations and Policy +61 2 63384632
<b>Author</b>	Catherine Martin Indigenous Employment Coordinator +61 2 69332200
<b>Enquiries Contact</b>	Darren Green Indigenous Employment Coordinator +61 2 63384096