

Monash University Policy

Monash University acknowledges and pays respect to the Traditional Owners and Elders, both past and present, of the land on which the University's six Australian campuses stand, the Wurundjeri and Bunurong peoples of the Kulin nation and the Brayukaloong clan of the Gunnai/Kurnai people.

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| Policy Title | Advancing Indigenous Employment Policy |
| Date Effective | 12 November 2012 |
| Review Date | 12 November 2015 |
| Policy Owner | Deputy Vice-Chancellor (Education) |
| Category | Operational |
| Version Number | 1.0 |
| Content Enquiries | Brian Walker, Manager, Indigenous Employment, Yulendj Indigenous Engagement Unit: Brian.Walker@monash.edu, 990 55000 |
| Scope | <ul style="list-style-type: none"> • All Australian Campuses • Indigenous communities • Current Indigenous staff • Supervisors and managers • Monash HR • Staff involved in recruitment processes. |
| Purpose | Advancing Indigenous Employment Policy |
| POLICY STATEMENT | |

The University recognises and values Indigenous Australian knowledge as a significant contribution to all other bodies of knowledge and acknowledges the skills and experience Indigenous people bring to the University.

The University also recognises the Commonwealth's Aboriginal Employment and Development Policy, the Commonwealth's Social Justice Report (2005) and the Prime Minister's national apology in 2008.

The University will implement the [Advancing Indigenous Employment Strategy](#) and, where possible, provide opportunities in employment and career development throughout the University for Indigenous people.

The [Yulendj Indigenous Engagement Unit \(IEU\)](#) will develop close ties and partnerships with local and other Indigenous communities and promote employment opportunities to ensure that Monash University is seen as an employer of choice for Indigenous people.

Recruitment

Professional Staff:

Monash HR will advise the IEU of all professional staff employment vacancies, up to and including HEW 9, at least two working days prior to advertising. This applies to all positions to be advertised, either internally or externally. External Indigenous candidates will be considered for positions which are advertised for internal Monash staff only.

Prior to advertising, the IEU will advise Monash HR and the employing area if any Indigenous candidates are suitably qualified for the position. Advertising of the position will not continue until the candidates have been considered.

Candidates will have five working days to prepare an application. This time may be extended where agreement is reached between the employing area and the IEU.

All candidates who meet the key selection criteria to a reasonable standard will be interviewed.

Where an Indigenous candidate is being considered for a position, the selection panel will include a staff member from the IEU, or their nominee.

If the selection panel determines that the candidate is suitable and can perform the role, an appointment will be offered.

If the panel finds the candidate unsuitable for appointment the panel chair will provide a written justification for the decision to the Director, IEU. If accepted, the IEU will advise Monash HR to proceed with advertising.

If the panel finds the candidate to be unsuitable, and this finding is not supported by the IEU, the Unit will provide a report to the Executive Director, Monash HR who may instigate a review process. A report on the findings of the review will be provided to the Deputy Vice-Chancellor (Education).

Normal probationary requirements will apply. The Yulendj Indigenous Engagement Unit will assist all parties during this time.

Academic staff:

The IEU will maintain a register of potential Indigenous candidates for academic positions.

The IEU will advise relevant faculties, and the DVCE, of potential Indigenous academic staff for consideration. Faculties will advise the IEU of relevant academic employment opportunities, either current or forthcoming.

Where there is no current vacancy the IEU will facilitate contact between the candidate and the relevant academic department.

Adjunct Fellows:

To support the University's objective to establish, maintain and promote effective and ongoing relationships with Indigenous people and culture, Monash will engage prominent Indigenous industry professionals and community representatives with expertise in Indigenous matters as Adjunct Fellows. Adjunct Fellow appointments will be approved by the relevant Dean or Divisional Head (refer to the [Recruitment, Selection and Appointment Procedures – Adjunct Appointments](#)).

Current Employees:

Existing Indigenous staff with three years or more of continuous service and a minimum of 18 months in their current role will have access to the recruitment process under this policy.

Under exceptional circumstances and at the discretion of the Manager, Indigenous Employment and the Director, Indigenous Engagement, existing staff with less than three years of continuous service may have access to the recruitment process of this policy. The Manager, Indigenous Employment will consult with the Director, Workplace Relations as appropriate.

Existing staff who have been employed for less than three years may apply for internal positions through the standard recruitment process.

Where an existing staff member on a continuing contract successfully applies for a fixed term position at a higher HEW level, the releasing area may agree to a secondment arrangement if the position supports the professional and personal development of the staff member. Internal secondments are contingent on approval of the terms and dates by the releasing supervisor and Head of Unit. The staff member and supervisor should seek advice from the IEU to ensure no disadvantage to the staff member.

Retention

The Indigenous Engagement Unit will provide culturally-appropriate mentoring and support, and, where required, will meet regularly with the employee and supervisor, and act as an advocate/mentor for both parties.

Managers and supervisors are responsible for the provision of a culturally-safe and supportive work environment. The IEU can assist with mentoring, training, information and advice regarding cultural safety and awareness.

Indigenous staff should be allowed reasonable time to attend Indigenous events run by the IEU which have a focus on retention and networking. Supervisors may discuss attendance at alternative events if an absence would impact unreasonably on business operations.

Economic Development

The University will consider the strength of an organisation's Indigenous principles when awarding contracts for external supply of goods and services to the University.

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| Supporting Procedures | Advancing Indigenous Employment Strategy |
| Responsibility for implementation | Implementation of this policy is a whole of university responsibility. All managers and supervisors are responsible for implementing this policy |
| Status | Revised |
| Approval Body | <p>Name: Monash University Council</p> <p>Meeting: 6/2010</p> <p>Date: 29/09/2010</p> <p>Agenda item: Resolution CL6/2010/176</p> |
| Endorsement Body | <p>Name: Indigenous Advisory Council (IAC)</p> <p>Meeting: 2/2012</p> <p>Date: 12/11/2012</p> <p>Agenda item: 5</p> |
| Definitions | <p>Indigenous Australians: A person of Aboriginal or Torres Strait Islander descent who identifies as such and whose identity as an Indigenous Australian is accepted by the community with which she or he is associated.</p> |
| Legislation Mandating Compliance | <p>State and Commonwealth legislation prohibits discrimination on the basis of age, impairment/imputed impairment, industrial activity, lawful sexual activity, marital status, physical features, political belief or activity, pregnancy, race, religious belief or activity, sex, gender identity, parental status or status as a carer. It is also prohibited to victimise a person who has made a complaint of discrimination under these Acts</p> <ul style="list-style-type: none"> • Racial Discrimination Act (Cth) 1975 • Equal Opportunity Act (Vic) 1995 • Disability Discrimination Act (Cth) 1992 • Sex Discrimination Act (Cth) 1984 • Workplace Relations Act (Cth) 1996 • Racial and Religious Tolerance Act (Vic) 2001 • Charter of Human Rights and Responsibilities (Vic) 2006 |
| Related Policies | Recruitment, Selection and Appointment Procedures – Adjunct Appointments |
| Related Documents | <p>Indigenous Employment Strategy</p> <p>Monash University Enterprise Agreements</p> <p>Convention concerning Indigenous and Tribal Peoples in Independent Countries (ILO No. 169), 72 ILO Official Bull. 59, entered into force Sept. 5, 1991.</p> <p>International Convention on the Elimination of All Forms of Racial Discrimination, 660 U.N.T.S. 195, entered into force Jan. 4, 1969</p> |