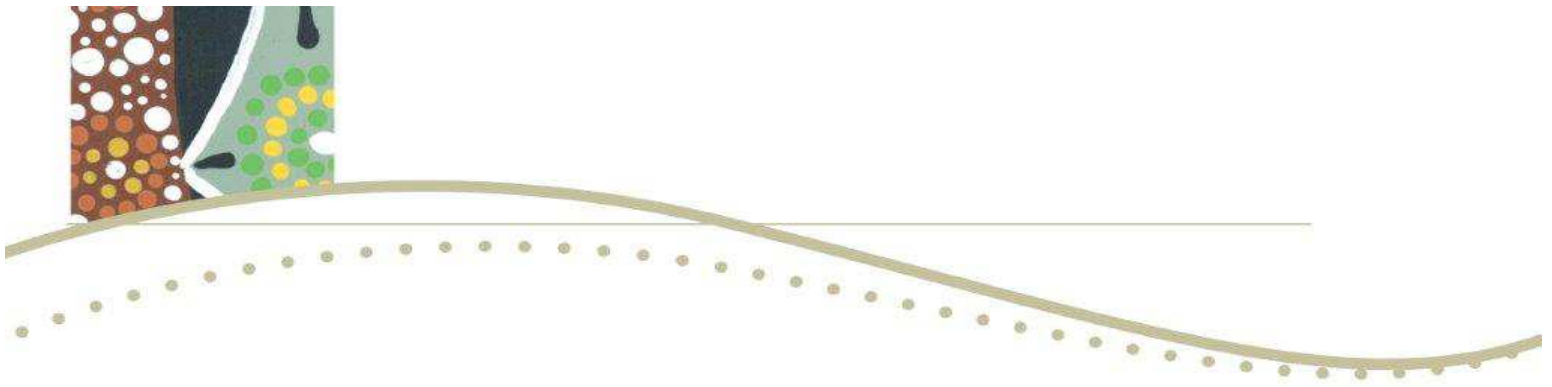


# **CARERS QUEENSLAND ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLES EMPLOYMENT STRATEGY**

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# **CARERS QUEENSLAND ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLES EMPLOYMENT STRATEGY**

## **1. Context**

Family carers provide unpaid care and support to family members and friends who have a disability, mental illness, chronic medical condition, terminal illness or are frail aged. There are 484,400<sup>1</sup> carers living in Queensland.

Carers Queensland Inc. is the peak body representing the diverse concerns, needs and interests of carers in Queensland. Carers Queensland believes that all carers regardless of their age, disability, gender identification, sexuality, religion, socioeconomic status, geographical location or their cultural and linguistic differences should have the same rights, choices and opportunities and be able to enjoy optimum health, social and economic wellbeing and participate in family and community life, employment and education like other citizens of the State. Carers Queensland's mission is to improve the quality of life of all carers throughout Queensland.

Carers Queensland recognises and values the knowledge, skills and experiences that Aboriginal and Torres Strait Islander peoples bring to the organisation as part of an abiding commitment to honour its responsibilities both to its own community and to the wider communities with which we interact.

Carers Queensland is committed to the positive and authentic inclusion of Aboriginal and Torres Strait Islander people and recognises the value and significance of Aboriginal and Torres Strait Islander peoples in achieving and maintaining a diverse, principled and ethical organisation.

Carers Queensland recognises that reconciliation will only be achieved if the past is acknowledged, the present understood and the future based on equality, respect and genuine opportunity.

## **2. Purpose**

The purpose of the Aboriginal and Torres Strait Islander Peoples Employment Strategy is to establish Carers Queensland's priorities and plans for recruiting and retaining Aboriginal and Torres Strait Island staff throughout all metropolitan and regional areas in which Carers Queensland operates.



### **3. Principles**

- Fostering respectful relationships and a supportive work environment that is open to diversity and creates a sense of community for all employees
- Having respect for Aboriginal and Torres Strait Islander peoples. Their culture and history
- Promoting opportunities for Aboriginal and Torres Strait Islander people and communities.

### **4. Objectives**

#### **4.1 Objective 1 – Recruitment**

Carers Queensland will proactively seek to recruit Aboriginal and Torres Strait Islander people for employment in all areas of Carers Queensland, and in all levels and types of employment. Carers Queensland has an aspirational target of a 1% increase in staff who identify as Aboriginal and Torres Strait Islander peoples within 12 months of the implementation of this strategy.

This strategy actively seeks to encouraging suitably qualified Aboriginal and Torres Strait Islander people to apply for vacancies.

All interviews will be conducted as per Carers Queensland's Human Resource Manual Policy & Procedures – Recruit and Selection HR1.

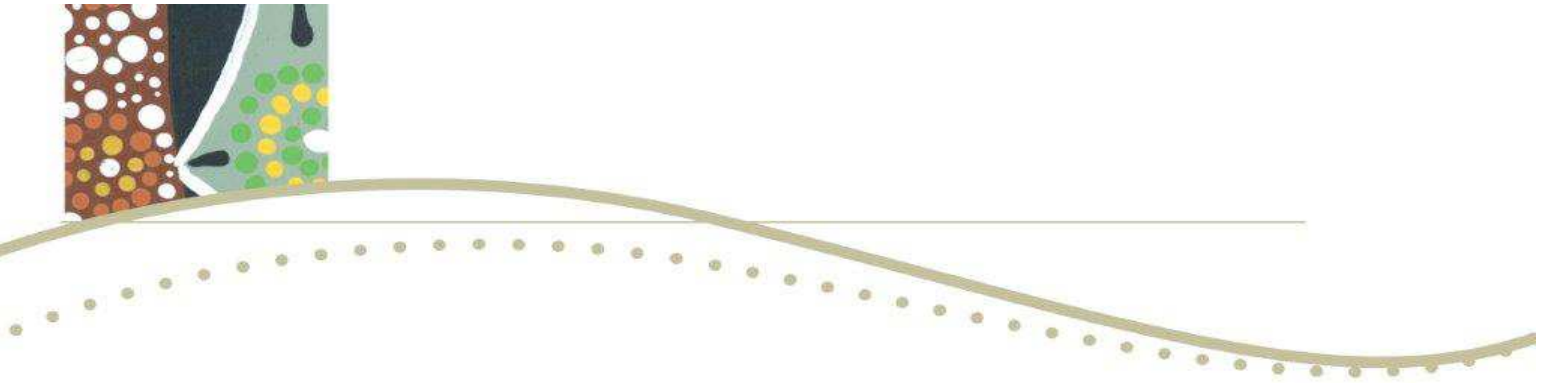
The Panel Chair (Refer Section HR 1:10) is to give due consideration to the interview panel composition, interview site, set up of venue – inclusive of positioning of interviewers and applicants, and ability for applicants to view questions prior to the interview, to ensure consideration of diversity of candidates.

#### **4.2 Objective 2 – Marketing, Promotions and Networking**

Marketing Carers Queensland's commitment to Aboriginal and Torres Strait Islander employment is an essential part of the Strategy.

Carers Queensland will:

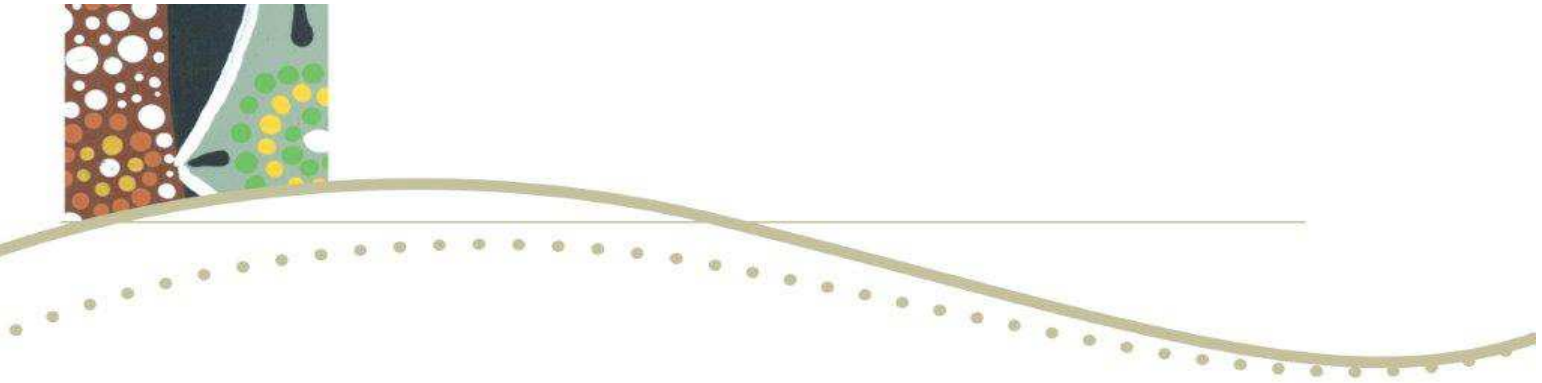
1. Advance Carers Queensland as an Employer of Choice for Aboriginal and Torres Strait Islander people through ensuring a presence at:

- 
- Employment and Training Expos;
  - Indigenous Employment and Training Conferences;
  - National Aboriginal and Islander Day Observance Committee (NAIDOC);
  - Reconciliation events.

2. Advertise employment opportunities in mainstream and culturally appropriate places, likely to be seen by Aboriginal and Torres Strait Islander peoples. (See Appendix 1.)
3. Build partnerships with service providers to attract Aboriginal and Torres Strait Islander people to Carers Queensland.
4. Encourage supportive communication of the Strategy and the actions taken to achieve the Strategy across Carers Queensland and the broader health, disability and aged care sectors.
5. Endorse Aboriginal and Torres Strait Islander representation on selection panels for employment positions targeting Aboriginal and Torres Strait Islander candidates.
6. Conduct exit interviews with Aboriginal and Torres Strait Islander people leaving employment with Carers Queensland.
7. Develop a specific Carers Queensland website page for Aboriginal and Torres Strait Islander employment, containing information about the strategy, employment conditions, available positions and the recruitment process.

### **4.3 Objective 3 – Retention**

1. Carers Queensland is committed to developing and retaining its Aboriginal and Torres Strait Islander employees.
2. Carers Queensland will:
3. Implement culturally appropriate staff induction and training programs for Aboriginal and Torres Strait Islander employees and their supervisors.
4. Where necessary, offer employment contracts to Aboriginal and Torres Strait Islander staff with consideration provided for cultural and community obligations.
5. Endorse appropriate cultural training with selection panel members.

- 
6. Encourage Aboriginal and Torres Strait Islander participation in women and leadership development opportunities.
  7. Meet relevant training needs Aboriginal and Torres Strait Islander staff as per the Carers Queensland Training Policy & Procedures.
  8. Encourage and support opportunities for Aboriginal and Torres Strait Islander staff to access career planning advice and support.
  9. Encourage and support opportunities for Aboriginal and Torres Strait Islander staff to work across different sites of Carers Queensland including opportunities for secondments and higher duties.

#### **4.4 Objective 4 – Culturally Safe and Inclusive Work Environment**

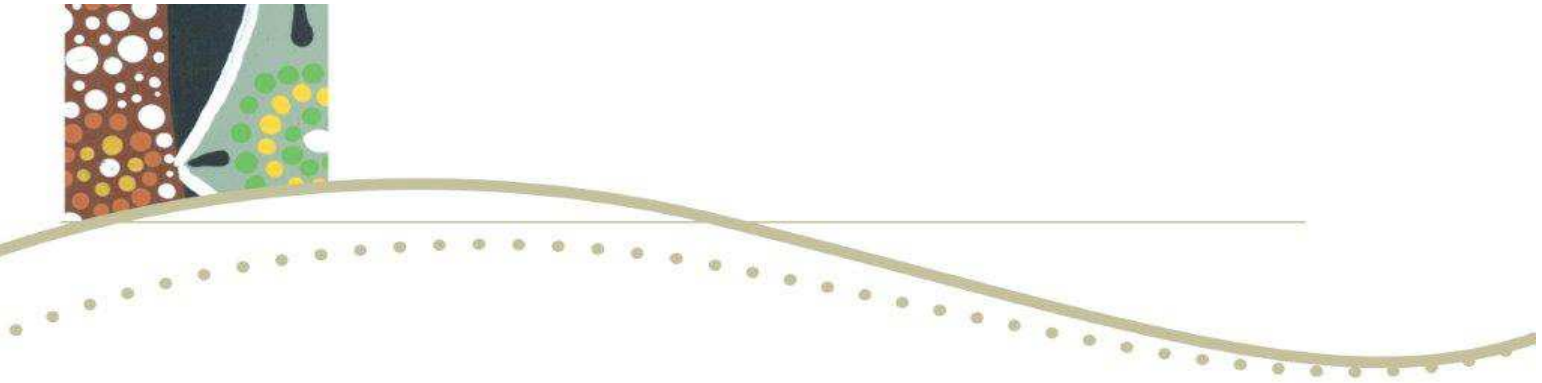
Carers Queensland will provide:

- A cross cultural awareness training for non-Aboriginal and Torres Strait Islander staff that incorporates the history of Aboriginal and Torres Strait Islander people, their knowledge and unique culture.
- Support for Aboriginal and Torres Strait Islander staff to connect with and support each other through regular contact opportunities.
- Support to Aboriginal and Torres Strait Islander staff to apply for and be granted cultural leave in appropriate circumstances as per the Carers Queensland Ceremonial Leave Policy & Procedures.
- Where requested, support Aboriginal and Torres Strait Islander staff to identify an appropriate and mutually agreed, mentor.

### **5. *Identified Positions***

Identified positions are positions with specific selection criteria that signify that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people.

Typically, these roles will involve the development of policies or programs targeted to Aboriginal and or Torres Strait Islander Clients, or which involve direct interaction with Aboriginal and or Torres Strait Islander communities, clients and carers.



Where a position is identified as per the above, the minimum two criteria are to be added to the Position Description:

- An understanding of the issues affecting Aboriginal and or Torres Strait Islander people
- An ability to communicate sensitively and effectively with Aboriginal and or Torres Strait Islander people.

Carers Queensland HR Policy 1 – Recruitment and Selection states as its purpose:

“Carers Queensland aims to appoint the best possible staff through a competitive process. Underpinning this process are the principles of equity, merit, transparency and provision of career opportunities for existing staff. Recruitment and selection processes actively encourage and support applications from people of culturally or linguistically diverse backgrounds, Aboriginal and Torres Strait Islander peoples and people with a disability. The organisation employs ethical, fair and impartial staff selection procedures which are free from conflict of interest.”

It is noted that recruiting for Identified Positions **does not restrict the field to Aboriginal or Torres Strait Islander applicants, nor does it preclude them.**

The usual competitive merit selection process must be followed and members of the selection panel must be competent to assess all applicants against the key selection criteria.

## **6. *Monitoring and reporting***

Carers Queensland will monitor and record:

- Aboriginal and Torres Strait Islander employment data across Carers Queensland, showing employment category, level and location.
- Retention rates of Aboriginal and Torres Strait Islander staff.

Carers Queensland’s Senior Management Group has the day to day responsibility to implement, advise on and monitor the Aboriginal and Torres Strait Islander Peoples Employment Strategy. The Senior Management Group meets monthly and will undertake quarterly reviews of this Strategy.

A report against the objectives in this Strategy will be prepared annually by the senior manager who chairs the Carers Queensland Reconciliation Action Plan Working Group. This report will be provided to the Reconciliation Action Plan Working Group and, through the Chief Executive Officer, to the Board of Governance of Carers Queensland.



## **APPENDIX 1    Advertising employment opportunities**

Employment opportunities will be advertised via a variety of means, best suited to the position vacant as determined by the Chief Executive Officer in consultation with the relevant senior manager.

These will include either / or any combination of the following:

- Internal Email to Carers Queensland Staff
- Carers Queensland Website
- Aboriginal and Torres Strait Islander page on Carers Queensland Website
- [www.ourmob.com.au](http://www.ourmob.com.au)
- [www.seek.com.au](http://www.seek.com.au)
- [www.indigcareers.com.au](http://www.indigcareers.com.au)
- [www.koorimail.com](http://www.koorimail.com) The Koori Mail
- [http://nit.com.au/](http://nit.com.au) The National Indigenous Times
- Community Development Officers in Councils if appropriate
- Indigenous Units in Universities and TAFE's if appropriate

Metropolitan or regional Newspapers:

Regions	Organisation name	Website or Email contact details for posting
Cairns	Cairns Post	<a href="http://www.cairnspost.com.au">http://www.cairnspost.com.au</a>
Townsville	Townsville Bulletin	<a href="http://www.townsvillebulletin.com.au">http://www.townsvillebulletin.com.au</a>
Mackay	Daily Mercury	<a href="http://www.dailymercury.com.au">http://www.dailymercury.com.au</a>
Rockhampton	Morning Bulletin	<a href="http://www.themorningbulletin.com.au">http://www.themorningbulletin.com.au</a>
Hervey Bay	Fraser Coast Chronicle	<a href="http://www.frasercoastchronicle.com.au">http://www.frasercoastchronicle.com.au</a>
Sunshine Coast	Sunshine Coast Daily	<a href="http://www.sunshinecoastdaily.com.au">http://www.sunshinecoastdaily.com.au</a>
North Brisbane	Courier Mail	<a href="http://www.couriermail.com.au">http://www.couriermail.com.au</a>
South Brisbane	Courier Mail	<a href="http://www.couriermail.com.au">http://www.couriermail.com.au</a>
Gold Coast	Gold Coast Bulletin	<a href="http://www.goldcoastbulletin.com.au">http://www.goldcoastbulletin.com.au</a>
Ipswich	The Morning Bulletin	<a href="http://www.themorningbulletin.com.au">http://www.themorningbulletin.com.au</a>
Toowoomba	The Chronicle	<a href="http://www.thechronicle.com.au">http://www.thechronicle.com.au</a>
Roma	Daily Mercury	<a href="http://www.dailymercury.com.au">http://www.dailymercury.com.au</a>

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### **REFERENCES**

<sup>i</sup> Australian Bureau of Statistics. (2012). *Survey of Disability, Ageing and Carers 2012: Summary of findings*. No. 4430.0. Canberra: Australian Bureau of Statistics.