

First Peoples Employment Action Plan 2021–2025





Griffith University celebrates NAIDOC Week in 2019 on the Gold Coast campus.

First Peoples Employment Action Plan

Griffith has a strong commitment to increasing First Peoples employment and inclusion. Commitments have been made in the Griffith University Strategic Plan 2020–2025, previous Griffith Reconciliation Action Plans (RAPs) and with the appointment of Griffith's first Pro Vice Chancellor (Indigenous).

The implementation of Griffith's inaugural *First Peoples Employment Action Plan 2021–2025* will further strengthen Griffith's commitment to Aboriginal and Torres Strait Islander staff, students and the wider community. *The First Peoples Employment Action Plan 2021–2025* sits beneath a broader Griffith First Peoples strategy and will provide direction on key aspects of the employment lifecycle including:

- **talent attraction and acquisition**—undertaking an ambitious recruitment strategy including recruitment of senior First Peoples leaders and developing a framework for recruitment of Indigenous academic and professional staff across the University
- **onboarding**—ensuring that First Peoples staff feel welcomed and receive exceptional support upon starting at Griffith
- **development, progression and retention**—enabling development, progression and retention for First Peoples staff to grow into more senior roles
- **employee engagement**—engaging with First Peoples staff and the broader University community to promote cultural safety and satisfaction.

Acknowledgement and respect for Traditional Custodians

Griffith University acknowledges the Traditional Custodians of the land in which it operates. We pay our respect to their Elders, past, present and emerging, and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Implementation, responsibilities and accountabilities

Griffith's *First Peoples Employment Action Plan 2021–2025* is built on the premise that, attraction, recruitment, development, progression, engagement and retention of Aboriginal and Torres Strait Islander staff is of key importance to the whole University.

The Plan outlines the accountable and responsible officers for the implementation of actions.

It is the responsibility of the academic groups and major organisational areas¹ to:

- embed First Peoples employment actions within their strategic planning
- embed Key Performance Indicators within senior leader performance evaluations
- report, every six months, to the First Peoples Employment Committee on progress related to First Peoples employment initiatives.

¹ Major organisational areas are areas overseen by the Deputy Vice Chancellor (Education), Vice President (Global), Vice President (Marketing and Communication), Pro Vice Chancellor (Indigenous), Deputy Vice Chancellor (Research), Vice President (Industry and External Engagement) and Chief Operating Officer.

Key Performance Indicators, monitoring, reporting and evaluation

Aboriginal and Torres Strait Islander staff representation

The Griffith University Strategic Plan 2020–2025 aims for 2 per cent representation of Aboriginal and Torres Strait Islander staff with a clear plan to reaching population parity². For the purposes of this Plan, population parity will be considered 4.6 per cent (Source: **Population estimates and projections, Aboriginal and Torres Strait Islander Queenslanders, 2006 to 2031**).

Aboriginal and Torres Strait Islander staff engagement and satisfaction

Griffith aims to increase the employee engagement and satisfaction levels of Aboriginal and Torres Strait Islander staff. A baseline will be established in 2021 with the new all-staff engagement survey. By 2025, Griffith seeks to increase engagement and satisfaction by 5 per cent.

Ongoing analysis, monitoring and reporting of Aboriginal and Torres Strait Islander employment data

In working towards the *First Peoples Employment Action Plan 2021–2025 objectives*, Griffith commits to monitoring and reporting on progress, identifying areas requiring additional attention and celebrating our success. Data analyses will include a:

- percentage of First Peoples staff of total staff (Full-time Equivalent [FTE])
- percentage of First Peoples staff of total academic staff (Full-time Equivalent [FTE])
- percentage of First Peoples staff of total professional staff (Full-time Equivalent [FTE])
- total full-time Equivalent (FTE) number of First Peoples staff—by classification level (academic levels A–E, HEW 1–10+, senior leader)
- total full-time Equivalent (FTE) number of First Peoples staff—by employee type (continuing, fixed-term)
- total full-time Equivalent (FTE) number of First Peoples staff—by academic group
- total full-time Equivalent (FTE) number of First Peoples staff—by gender
- total number of casual/sessional First Peoples staff
- total number of First Peoples applicants—by academic and professional roles.

The First Peoples Employment Committee will:

- examine employment data at each meeting
- receive bi-annual reports from the academic groups and major organisational areas on progress related to First Peoples employment initiatives
- track progress on the *First Peoples Employment Action Plan 2021–2025*.

The University will also provide reports related to Aboriginal and Torres Strait Islander employment to the Commonwealth Government, for example, Indigenous Student Success Program (ISSP)—Indigenous Workforce Strategy. A Workforce Profile Executive Report, featuring First Peoples employment data, will be regularly provided to the Executive Group and Griffith University Council.

The Pro Vice Chancellor (Indigenous), Chief People Officer and the First Peoples Employment Committee will annually review the Plan to ascertain if there are additional opportunities to increase First Peoples employment and inclusion.

² ISSP guidelines require Universities to reach 3% of our total academic and professional staff.



Actions

1. Talent attraction and acquisition—undertake an ambitious recruitment strategy including recruitment of senior First Peoples leaders and developing a framework for recruitment of Indigenous academic and professional staff across the University.

Action	Responsible Officer(s)	Accountable Officer	Timeframe
1.1 First Peoples employment talent pool 1.1.1 Maintain and actively engage with a First Peoples talent pool that allows prospective Aboriginal and Torres Strait Islander staff to indicate their interest in working at Griffith. 1.1.2 Move First Peoples applicants and talent pool members through to shortlisting for positions that match their interests and qualifications. 1.1.3 Move unsuccessful First Peoples applicants from other roles into First Peoples Employment talent pool.	Talent Management Partner (First Peoples), Talent Acquisition Partners, Business Partners	Chief People Officer	Ongoing
1.2 Talent acquisition processes and branding to attract First Peoples candidates Review, recommend and implement talent acquisition processes and branding that will attract and appoint First Peoples candidates.	People Strategy and Inclusion team, Talent Acquisition Partners, Business Partners	Chief People Officer	Ongoing
1.3 Workforce planning and First Peoples employment pathways Using workforce planning as a foundation, work with academic groups and other major organisational areas ³ to establish pathway opportunities for prospective First Peoples staff (for example, graduate positions, internships).	Talent Management Partner (First Peoples), Talent Acquisition Partners, Business Partners	Deans (Academic), Heads of Major Organisational Areas	2021–2025
1.4 Postdoctoral Indigenous Fellowships and identified early career positions Provide short-term opportunities (up to 1 year) for Aboriginal and Torres Strait Islander candidates to upskill and support progression towards academic and research careers.	Group Deans (Academic), Deputy Vice Chancellor (Research)		2021–2025

³ Other major organisational areas are areas overseen by the Deputy Vice Chancellor (Education), Vice President (Global), Vice President (Marketing and Communication), Pro Vice Chancellor (Indigenous), Deputy Vice Chancellor (Research), Vice President (Industry and External Engagement) and Chief Operating Officer.

Action	Responsible Officer(s)	Accountable Officer	Timeframe
1.5 Identified academic positions Establish and prioritise recruitment into ongoing identified academic positions in each academic group.	Group Deans (Academic)		2021–2025
1.6 Community employment opportunities Embed employment opportunities in Griffith partnerships with local Indigenous community.	Director (Indigenous Engagement)	Pro Vice Chancellor (Indigenous)	2022
1.7 Performance KPIs for senior leadership Embed KPIs within senior leader performance to maximise the focus and implementation of actions.	Chief People Officer	Vice Chancellor	Commencing 2021

2. Onboarding—ensuring First Peoples staff feel welcomed and receive exceptional support upon starting at Griffith.

Action	Responsible Officer(s)	Accountable Officer	Timeframe
2.1 First Peoples onboarding survey and consultation Ensure that new First Peoples staff receive an onboarding survey and are regularly consulted through staff networks and meetings.	Talent Management Partner (First Peoples)		Commencing 2021
2.2 First Peoples staff welcome packs Ensure new First Peoples staff receive a welcome email and welcome pack upon starting at Griffith.	Talent Management Partner (First Peoples)		Commencing 2021



Professor Cindy Shannon AM
Pro Vice Chancellor (Indigenous)

3. *Development, progression and retention—enabling development, progression and retention for First Peoples staff to grow into more senior roles.*

Action	Responsible Officer(s)	Accountable Officer	Timeframe
3.1 First Peoples leadership development Promote the leadership development of Aboriginal and Torres Strait Islander staff through a variety of existing opportunities, including prioritised access to: <ul style="list-style-type: none"> • learning and development programs • mentoring and job shadowing 	People Strategy and Inclusion team	Chief People Officer	Commencing 2021
<ul style="list-style-type: none"> • existing discounted higher education courses offered within Griffith. 	Deputy Vice Chancellor (Education)		2021
3.2 Professional development workshops for supervisors and hiring managers Offer workshops to help support Griffith staff with First Peoples employment. These workshops will include: <ul style="list-style-type: none"> • support and talent acquisition workshops for hiring managers • professional development workshops for supervisors to help them to develop, retain and progress First Peoples within the University. • cultural competency professional development for staff. 	People Strategy and Inclusion team, Talent Acquisition Partners, Business Partners	Pro Vice Chancellor (Indigenous), Chief People Officer	Commencing 2021
3.3 Fixed-Term Positions Review fixed-term positions occupied by Aboriginal and Torres Strait Islander staff for possible conversion to continuing appointments.	Talent Management Partner (First Peoples)	Chief People Officer	2021

4. Employee engagement—engaging with First Peoples staff and the broader University community to promote cultural safety and satisfaction.

Action	Responsible Officer(s)	Accountable Officer	Timeframe
4.1 First Peoples staff network Maintain a staff network for Aboriginal and Torres Strait Islander staff to collaborate and communicate.	Talent Management Partner (First Peoples)		Ongoing
4.2 Griffith staff engagement survey Ensure that staff surveys have the capacity to understand the experiences, engagement and satisfaction of First Peoples staff. Devise actions to address issues identified in staff engagement surveys.	People Strategy and Inclusion team	Chief People Officer, Pro Vice Chancellor (Indigenous), Deans (Academic)	Commencing 2021
4.3 First Peoples Griffith allies/champions Create a network of trained First Peoples Griffith allies/champions.	Director (Indigenous Engagement), People Strategy and Inclusion team	Pro Vice Chancellor (Indigenous)	Commencing 2022



Griffith staff, students and the wider community participate in the Walk and Talk from Mt Gravatt to Nathan campus for National Reconciliation Week 2021.



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Vice Chancellor and President Professor Carolyn Evans received a spectacular welcome to Griffith in 2019 by the University's Council of Elders and traditional owners of the lands where Griffith's Gold Coast's campus reside.