

Tasmanian
State Service

Aboriginal Employment Action Plan

2019-20

Tasmanian State Service Aboriginal Employment Action Plan 2019-20



“Aboriginal employees bring a unique set of knowledge,
skills and experiences to the workplace.”



Action Area 1



Objective



Action



2019/20 (1st 12 Months)



Who



By/When

Relevant to all Action Areas

Relevant to all objectives

Aboriginal Employment Strategy website.

Attract, recruit and retain Aboriginal employees

Encourage and support Aboriginal people to apply for jobs in the Tasmanian State Service.

Increase participation of Aboriginal people in the Tasmanian State Service 'TasGrad' Program and agency led cadet programs.

Work with Aboriginal organisations and service providers to facilitate workshops for Aboriginal people that provide information and assistance on how to apply for jobs in the Tasmanian State Service.

Dedicate specific positions for young Aboriginal people in Tasmanian State Service school-based traineeships and other youth employment initiatives.

Develop an accessible webpage to host information relevant to the Aboriginal Employment Strategy.

SSMO

July 2019

Actively promote applications from Aboriginal graduates from the University of Tasmania.

SSMO

July 2019

Work with Agencies on the promotion of cadet programs to Aboriginal people.

SSMO/
DPIPWE/Treasury

July 2019

In consultation with Aboriginal organisations and service providers, develop and scope the content of workshops for Aboriginal employees.

SSMO

Oct 2019

Deliver training to representatives from Aboriginal organisations and service providers to enable them to deliver the training package and support.

SSMO

Feb 2020

During the 2019 recruitment process for Tasmanian school based traineeships, ensure two (2) traineeship opportunities for Aboriginal students.

SSMO

Dec 2019

Collaborate with the Department of Education and Aboriginal Education Services in the provision of support structures for Aboriginal trainees.

SSMO/DoE

Dec 2019

Develop Aboriginal cultural information for inclusion into the Tasmanian State Service School Based Traineeship Supervisor's Guide.

SSMO/DoE

Dec 2019



Action Area 1

Attract, recruit and retain Aboriginal employees



Objective

Encourage and support Aboriginal people to apply for jobs in the Tasmanian State Service.

Promote job opportunities to Aboriginal people.



Action

Review 'identified' and 'tagged' Statements of Duties to remove barriers to employment for Aboriginal people.

Review the Aboriginal Employment Register to ensure its effectiveness and to increase its use within agencies and by Aboriginal people.

Review the use of 'identified' and 'tagged' positions to ensure they are effective and facilitate engagement and employment of Aboriginal people in the State Service.



2019/20 (1st 12 Months)

Conduct a Review of Statements of Duties for Aboriginal identified and tagged positions within the State Service.

Develop a guide for Agencies for engaging with Aboriginal people during the recruitment process.

Conduct research activities to identify improved models and structures to support a more effective Whole of Government Aboriginal Employment Register.

Based on research findings and consultation with key stakeholders, work with HR to enable changes to the current Aboriginal Employment Register to ensure its effectiveness.

Provide clarity and examples of the types of roles that can be filled utilising the Aboriginal Employment Register and develop marketing materials to share with Agencies and other key stakeholders.

Develop a guide for Agencies on how to engage with Aboriginal people, promote job opportunities and support application processes.

Work with the Office of Aboriginal Affairs to support Register Applicants 'eligibility' applications.

Review and make appropriate recommendations on Employment Direction 10 that ensure the effectiveness of 'identified' and 'tagged' positions as a means of increasing Aboriginal employment opportunities within the State Service.



Who

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By When

June 2020

June 2020

June 2019

July 2019

Aug 2019

Oct 2019

Sept 2019

June 2020



Action Area 2

Develop career pathways for Aboriginal employees



Objective

Build the leadership and management capabilities of Aboriginal employees.

Promote learning and development opportunities for Aboriginal employees.



Action

Investigate, recommend and support initiatives to build Aboriginal leadership and management capabilities.

Implement an Aboriginal employee newsletter to promote learning and development opportunities, and celebrate the strengths and success of Aboriginal employees.

Develop and pilot an Aboriginal employee mentoring program.



2019/20 (1st 12 Months)

Promote the Managers Essential Program, to Aboriginal employees.

Promote scholarships for two Aboriginal employees to participate in the Public Sector Management Program

Support Aboriginal employees to apply for Queensland University of Technology/Public Service Management scholarships.

Celebrate the success of Aboriginal scholarship participants.

Support the Aboriginal Employee Working Group and Aboriginal employees to produce and deliver regular newsletters.

Research and design a mentoring program to support Aboriginal employees.

Pilot mentoring program.



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By When

June 2019

June 2019

May 2019

January 2020

July 2019 ongoing

March 2020

June 2020



Action Area 2

Develop career pathways for Aboriginal employees



Objective

Identify factors which prevent the career progression of Aboriginal employees

Better understand Aboriginal State Service employees



Action

In collaboration with Aboriginal employees identify factors that impact on Aboriginal employees' attraction, retention and career progression.

Map demographic profiles and classification levels of Aboriginal employees working in the Tasmanian State Service.



2019/20 (1st 12 Months)

Utilise the regular Aboriginal employee meetings and Gatherings to identify factors impacting on attraction, retention and career progression, and explore potential initiatives to incorporate into future action planning.

Investigate a process for the collection of data relating to Aboriginal employees to inform career pathways and opportunities.

Review the Tasmanian State Service Agency Survey and make recommendations regarding potential additions as appropriate to Aboriginal employees.



Who

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By When

August 2019

June 2020

March 2020



Action Area 3

Respect and celebrate Tasmanian Aboriginal people, their values, culture and knowledge



Objective

Provide opportunities and support for Aboriginal employees to connect, participate in, and contribute to a range of cultural and professional initiatives and experiences.



Action

Establish a voluntary group of Aboriginal employees in the Tasmanian State Service which provides a forum for employees to raise issues, support each other and review the progress of the Strategy and future initiatives.

Work with and support Aboriginal employees to organise regular meetings and Gatherings for Aboriginal State Service employees.

Support Aboriginal employees to attend, participate and contribute to regular meetings and Gatherings.



2019/20 (1st 12 Months)

Engage with interested Aboriginal employees to form a voluntary Working Group.

Support the Aboriginal Employee Working Group to progress Actions and identify and respond to issues.

Support Aboriginal employees to plan and run regular regional and state-wide meetings.

Support Aboriginal employees to plan and run annual state-wide Gatherings.

Create inclusive opportunities for Managers, Heads of Agencies and others to share experiences/knowledge and engage in cultural learning

Build understanding of the value of the Employee Network among Managers and HR to support and enable employee participation.



Who

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By When

June 2019

July 2019

June 2019 / ongoing

June 2019 / ongoing

June 2019 / ongoing

June 2019 / ongoing



Action Area 3

Respect and celebrate Tasmanian Aboriginal people, their values, culture and knowledge



Objective

Demonstrate respect for Aboriginal culture



Action

Improve awareness of significant Tasmanian and national Aboriginal events and culture.

Clarify and promote leave provisions, including flexible work practices to support Aboriginal employees to participate in significant Aboriginal cultural events, activities and obligations.

Develop guidelines for employees and Managers to clarify, inform and promote parameters relating to leave entitlements for Aboriginal employees.



2019/20 (1st 12 Months)

Promote significant Tasmanian and national Aboriginal events through the Aboriginal Employee Newsletter and via the Aboriginal webpage.

Implement actions to increase awareness of, and celebrate significant Tasmanian and national Aboriginal events and culture.

Recommend potential actions for the visibility of Aboriginal culture in the workplace.

Explore initiatives to promote Aboriginal cultural values and the understanding that participation in Aboriginal cultural events and activities is an important component of regular work practice for Aboriginal employees.

Clarify existing State Service leave provisions under the State Service Award as well as explore further opportunities for flexible work practices.

Develop written guidelines that clarify, inform and promote leave entitlements for Aboriginal employees.



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By When

June/ongoing

June/ongoing

Aug 2019

July 2019/ongoing

Jan 2020

Feb 2020



Action Area 3

Respect and celebrate Tasmanian Aboriginal people, their values, culture and knowledge



Objective

Build Aboriginal cultural understanding and respect.



Action

Develop protocols and procedures for providing a 'Welcome to Country'.

Develop protocols and procedures for providing an 'Acknowledgement'.



2019/20 (1st 12 Months)

Develop Whole of Government guidelines and protocols for the provision of 'Welcome to Country' ceremonies.

Promote the use of the 'Welcome to Country' guidelines across all State Service Agencies.

Develop Whole of Government guidelines and protocols for the provision of 'Acknowledgement' ceremonies.

Promote the use of 'Acknowledgement' guidelines across all State Service Agencies.



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By When

July 2019

Aug/
ongoing

July 2019

Aug/
ongoing



Action Area 3

Respect and celebrate Tasmanian Aboriginal people, their values, culture and knowledge



Objective

Build Aboriginal cultural understanding and respect.

Value and celebrate Aboriginal culture in Tasmanian State Service workplaces



Action

Develop and implement a Tasmanian State Service Aboriginal cultural respect training program.

Visually reflect Tasmanian Aboriginal culture in our workplaces, service delivery and online services.



2019/20 (1st 12 Months)

Develop an Aboriginal Cultural Respect 'foundation' Module.

Incorporate Aboriginal State Service employees' knowledge and experience to inform and deliver the Aboriginal Cultural Respect training.

Pilot the Aboriginal Cultural Respect 'foundation' Module.

As part of a national approach deliver foundation level training to all staff and roll out specific training to all library, archives and information staff.

Recruit sessional Cultural Awareness Assistants to work with the Aboriginal Vocational and Educational Training officers to deliver cultural awareness workshops to TasTAFE students and staff.

Implement the *Cultural Respect Framework for Aboriginal and Torres Strait Islander Health 2016–2026*.

Identify opportunities to reflect Aboriginal culture and heritage in the Service Tasmania service centres and online services.



Who

SSMO

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SSMO

Libraries Tas

TasTAFE

Department of Health

SSMO/Service Tasmania



By When

Oct/ongoing

October 2019

Nov 2019

December 2019

December 2019

January 2020

Jan 2020



Action Area 4

Employ Aboriginal people to deliver culturally safe and inclusive services and programs



Objective

Increase the number of Aboriginal people working in and leading service delivery for Aboriginal people



Action

Work with Tasmanian State Service agencies to identify opportunities to increase the number of Aboriginal employees directly involved in the delivery of services and programs to Aboriginal people.



2019/20 (1st 12 Months)

Work collaboratively with Department of Justice and Communities Tasmania to identify opportunities to increase the number of Aboriginal employees directly involved with the delivery of services and programs to Aboriginal people.



Who

SSMO/
Communities/
Department of
Justice



By When

Feb 2020