



## Identified Positions Policy

### Principle

1. DEEWR recognises that policy development, program and service delivery for Indigenous Australians is most effective when provided by people with an understanding of the issues affecting Indigenous Australians and an ability to communicate sensitively and effectively with Indigenous Australians.

### Purpose

2. The purpose of this policy is to ensure quality policy development, program and service delivery by DEEWR people to Indigenous Australians. The policy will assist in the recruitment and selection of the most suitable people in a role where the primary focus is to deliver quality policy development, program and service delivery to Indigenous Australians.

3. It is important to recognise that while Identified Positions provide valuable employment opportunities and career pathways for Indigenous Australians, Identified Position are open to Indigenous Australians and non-Indigenous Australians with the necessary skills and experience.

### Date of Effect

4. This policy takes effect from 27 January 2009.

### Delegate and Selection Advisory Committee

5. Effective and consistent application of this policy is the responsibility of the Delegate and the Selection Advisory Committee (SAC).

6. Delegates are responsible for ensuring that everyone involved in the recruitment and selection process has a shared understanding of the nature and purpose of the role and the capabilities required to be successful in the position. When recruiting for an Identified Position the Delegate and the SAC must understand the risks of recruiting a person who does not meet the selection criteria, particularly the potential adverse impact on policy development, program and service delivery to Indigenous Australians.

7. It is the responsibility of the Delegate and the SAC to design and run a competitive selection process that:

- is transparent, fair and non-discriminatory;
- provides equal opportunity for all Australians to apply;
- provides appropriate information to candidates; and
- determines relative suitability of candidates' work related qualities and those *genuinely* required for the duties.

8. Where the vacancy is an Identified Position, at least one member of the SAC must be a suitably qualified Indigenous Australian whose experience and background enables them to contribute to the assessment of the capabilities of the applicants in terms of the selection criteria for the position.

### **How to determine if a position should be Identified**

9. When any position, whether currently identified or not, is to be advertised for filling on an ongoing or non-ongoing basis, it must be reviewed against this policy.

10. In determining if the positions primary focus is to deliver quality policy development, program and service delivery to Indigenous Australians, the Delegate and the SAC should consider whether the duties of the position:

- require the employee to have a knowledge of Indigenous Australian language/s, communication protocols and cultures, in order to be effective;
- involve the development, implementation, and ongoing administration of policies and programs which impact on Indigenous Australians;
- deliver services to Indigenous Australians; and/or
- deliver internal programs and/or support to Indigenous Australian employees.

11. When a position is determined to be an Identified Position the selection documentation must be approved by the Delegate before it is advertised.

### **Recruitment and Selection Process**

12. To ensure the department recruits the best people to Identified Positions it is important that the recruitment and selection process is well considered, planned and appropriately resourced. Key elements of a successful recruitment and selection process include: appoint a contact officer, position description, selection criteria, advertising, referees, and movement to an identified position.

#### **Appoint a contact officer**

13. The contact officer is the first point of contact for potential candidates. As such, a contact officer's role is fundamental to the selection of the successful candidate for an Identified Position. The contact officer should be well prepared and available to answer queries about the position from potential candidates from the time the position is advertised. A contact officer can not be a potential applicant for the position.

#### **Position description**

14. Clear and realistic position descriptions can improve recruitment and selection outcomes by providing an accurate picture of the requirements of the position and the skills needed to be successful in the role. Position descriptions should also clearly define the capabilities and experience (and qualifications, if applicable) required to undertake the role effectively. In State and Regional Offices this may include specialist capabilities to communicate with local cultures and communities, or specific experience, knowledge and/or understanding of the local environment.

## **Selection Criteria**

15. The capabilities required to perform the role effectively should be reflected in the Selection Criteria for the position. The relative suitability of candidates for a position will be assessed against the Selection Criteria.

16. Identified Positions must have two additional selection criteria to reflect the skills and capabilities to meet the requirements of the position :

- *a demonstrated understanding of the contemporary issues facing Indigenous Australians and the impacts these issues have on Indigenous Australian societies and cultures, and*
- *a demonstrated ability to communicate sensitively and effectively with Indigenous Australians.*

17. When assessing an applicant's claims against these selection criteria the SAC should be looking for candidates to demonstrate through experience and past achievements (not just through study, for example) their suitability to effectively meet the requirements of the role.

## **Advertising**

18. All ongoing employment opportunities, or non-ongoing employment opportunities greater than twelve months, must be advertised in APS Jobs. In addition to advertising in APS Jobs, Indigenous Australian media such as the Koori Mail or other appropriate local Indigenous Australian media should be utilised when appropriate. The advertisement should highlight the elements of the position that will attract the right field of candidates.

19. Delegates should ensure that information on the recruitment and selection process appears in the advertisement for the position, including access to advice and information for external candidates who may not be familiar with Australian Public Service selection processes. All advertisements for Identified Positions must include the following sentence:

*"Indigenous Australians and non-Indigenous Australians are encouraged to apply"*

## **Referees**

20. As part of the recruitment and selection process, the SAC must seek referee reports to substantiate the claims of candidates against the selection criteria including the two Identified Position criteria. The selection documentation provided by the SAC should direct candidates to choose referees that are best placed to substantiate their claims against selection criteria. This may require comment from a number of referees.

21. If appropriate the SAC may request additional referee comments to support claims against some or all of the selection criteria. It is not a requirement under this policy for candidates to provide a referee report from an Indigenous Australian.

## **Movement to an Identified Position**

22. A movement at level from one position to another is referred to as a reassignment of duties. Before any person is assigned duties to an Identified Position, they must also be assessed against the selection criteria described at paragraph 16 above. This assessment must include consideration of referee comments.

## **Evaluation and Monitoring**

23. People Group is responsible for the evaluating and monitoring this policy.

24. The Mura Kaimel – Yarrangi Committee will monitor the pathways and employment opportunities this policy creates for Indigenous Australians.

## **Further Information**

25. Further information and advice relating to the recruitment, selection, promotion and movement of employees can be obtained by contacting Recruitment Services in People Group.