

**LATROBE UNIVERSITY
POLICY STATEMENT
INDIGENOUS AUSTRALIAN EMPLOYMENT**

1. Employment

The University is committed to the positive inclusion of Indigenous Australian peoples within its community. In order to ensure long-term and meaningful change in the representation of Indigenous Australian peoples on the staff of the University a strategy will be developed to increase representation across all levels and categories of staff and within all regions where the University operates.

1.1 Employment Targets

In conjunction with the Commonwealth Department of Workplace Relations and partnerships with local Indigenous Australian communities will establish an Indigenous Australian Recruitment, Retention and Career Development Strategy designed to employ 15 Indigenous Australians in ongoing administrative, technical and academic positions over a three-year period from 2007-2010.

1.2 Management and Support

A management Committee, consisting of representatives from the University, DEWR and local Indigenous Australian communities, will manage the Strategy.

1.3 Operation Responsibility

Human Resources of the University will be responsible for the administration of the Strategy. Human Resources will implement and coordinate the recruitment, training and career planning for all participants. Human Resources will report to the Strategy Management Committee on a quarterly basis.

1.4 Training, Career Development and Mentor Support

All participants will be provided with appropriate (accredited training) career planning and mentor support. All accredited training will be provided by licensed and accredited education and training providers. Training needs of each participant will be in accordance to the type of employment they are engaged in and the career pathway they have chosen.

1.4.1 Career Development plans will be established during the first year of employment placement for each participant. These plans will provide direction for the participant and the University to support career pathways for participants over the longer term. The participants, their mentors and supervisors will regularly review these plans and appropriate career development activities will be initiated in support of career goals.

1.4.2 A Mentor support program will be developed to engage each participant and match them to an Indigenous Australian mentor who will provide mentoring for, at least, the first twelve months of the employment placement. Each mentoring relationship will be supported by a formal agreement between the mentor and mentee and regular reviews within the program.

1.4.3 Orientation and Induction

All Indigenous Australians engaged in employment through the Strategy will be provided with appropriate orientation and induction training. In addition to this participants will be provided with Cultural Awareness training to ensure a greater understanding of and engagement with the University and its diversity of cultures.

1.5 Strategy Promotion & Cultural Awareness Training

1.5.1 Promotion Of The Strategy

The University will promote the Strategy both internally, across all campuses to faculties, departments and business units as well as externally within the communities where it operates.

1.5.3 Cultural Awareness Training & Support

The University will ensure that all supervisors and work colleagues of Indigenous Australians are provided with appropriate Cultural Respect training in order to foster greater understanding of and engagement with Indigenous Australians and facilitate harmony and culturally safe work practices in the workplace.