



Aboriginal and Torres Strait Islander Employment Strategy

Acknowledgement of Country and paying respect to Elders

Seniors Rights Service recognises and acknowledges Aboriginal and Torres Strait Islander peoples as the First Peoples of Australia. We pay our respects to Elders – past, present and emerging – and to the Aboriginal and Torres Strait Islander peoples and communities on whose lands we work.

Message from the acting CEO

The development of the Aboriginal and Torres Strait Islander Employment Strategy has been a priority for the organisation and its finalisation and adoption by the Seniors Rights Service board is a key achievement under our Reconciliation Action Plan (RAP). The strategy will underpin our recruitment and staffing policies and will ensure that inclusive employment processes are in place.

Its aim is for more Aboriginal and Torres Strait Islander employees to join us in our quest to

provide relevant and culturally appropriate services to older people across NSW. It recognises that we can only achieve greater engagement with, and relevance to, older Aboriginal and Torres Strait Islander peoples and their communities with the inclusion of Aboriginal and Torres Strait Islander staff. Ensuring that our organisation is supportive of the needs of these staff, and open and responsive to their perspectives and input, will be a priority of management. An organisation that is truly inclusive and adaptable to the needs of all our staff is fundamental to a team that is strong, open and diverse, and will improve our services for all clients. Through such a team we are confident that the voices of older Aboriginal and Torres Strait Islander peoples will be heard and that we will be better able to support their needs and help empower them to achieve their human rights.

Introduction

Seniors Rights Service acknowledges the unique position and contribution of our First Nations peoples to our culture and our future. As a rights based organisation Seniors Rights Service is committed to ensuring that, in all our activities, Aboriginal and Torres Strait Islander peoples are able to be both active participants in, and recipients of, our services.

Aboriginal and Torres Strait Islander peoples are one of Seniors Rights Service's priority populations.

This Employment Strategy provides a framework for the inclusion of Aboriginal and Torres Strait Islander people in our workforce as a crucial element in enabling us to reach this community.

Cultural safety for Aboriginal communities and employees is critical for our strategy's success.

Our commitment is to increase the number of Aboriginal employees within the organisation and ensure that career pathways are strengthened and flourish. Seniors Rights Service is in a unique position to offer a variety of employment opportunities at entry level, mid-level and upper-level employment classifications. In addition, there are many different areas that could attract Aboriginal and Torres Strait Islander employees including: legal, advocacy, administration, communications, finance and education.

This strategy will guide the employment of Aboriginal and Torres Strait Islander people, along with other connections through volunteering, traineeships and internships.

Objectives

- Recruitment
- Retention
- Development
- Workplace culture



Objective 1 - Recruitment

Building meaningful and sustainable employment opportunities for Aboriginal and Torres Strait Islander peoples across all areas of the organisation in entry-level, mid-level and senior positions. Providing effective engagement with Aboriginal and Torres Strait Islander peoples, communities and organisations in support of attracting and recruiting Aboriginal and Torres Strait Islander staff.

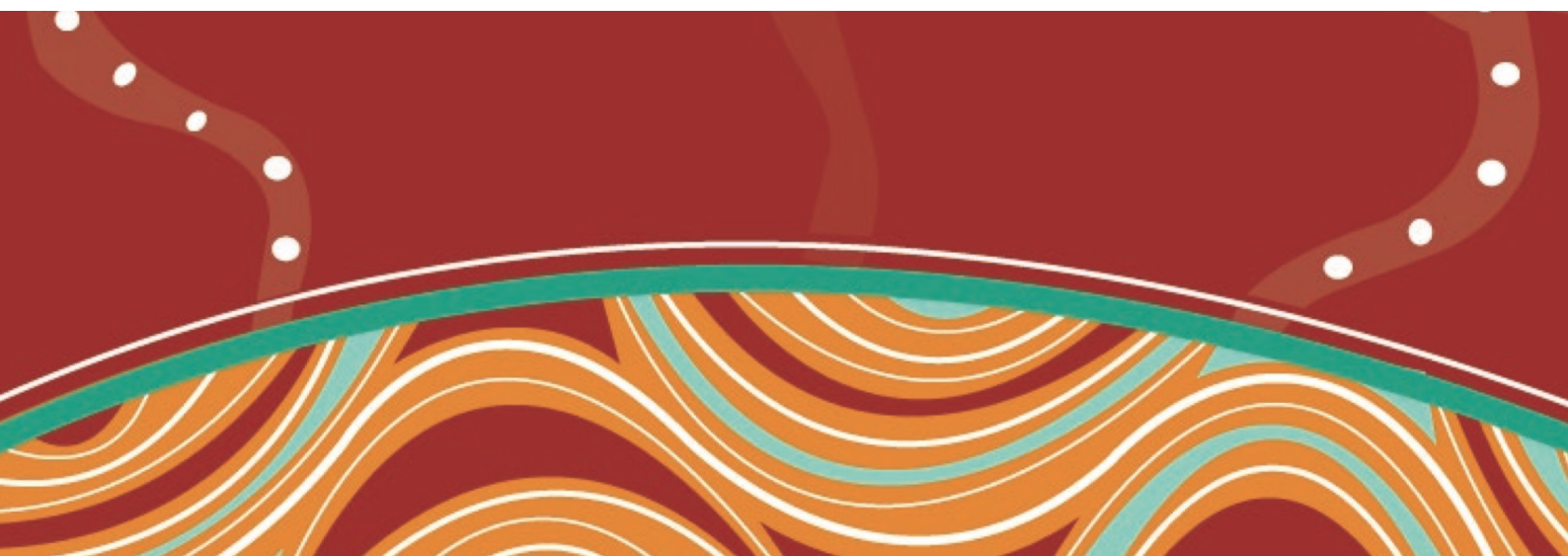
Strategy	Actions	Key Performance Indicator	Responsibility
1. For Aboriginal and Torres Strait Islander staff to be at least 10 per cent of workforce.	1.1 Each operational area to develop an internal target and intentional strategy within their operational plans for increasing employment rates of Aboriginal and Torres Strait Islander people.	Increased numbers of Aboriginal and Torres Strait Islander employees across the organisation.	Senior management team
	1.2 Encourage Aboriginal and Torres Strait Islander people to apply for roles with Seniors Rights Service and increase promotion of Seniors Rights Service as an employer of choice within Aboriginal and Torres Strait Islander communities and organisations.	Aboriginal and Torres Strait Islander Employment Communication and Engagement Strategy is established with members of the external community.	Media and communications manager
	1.3 Enhance recruitment/selection processes to ensure an Aboriginal and Torres Strait Islander staff member is included on all selection panels when an Aboriginal and Torres Strait Islander candidate applies.	Inclusion of Aboriginal and Torres Strait Islander selection panel member (either board or staff member) for all advertised vacancies with Aboriginal and Torres Strait Islander candidates.	General manager
	1.4 Encourage Aboriginal and Torres Strait Islander people to apply for every position advertised.	Every advertisement has a statement encouraging Aboriginal and Torres Strait Islander people to apply.	Media and communications manager
	1.5 Advertise every new position through Aboriginal and Torres Strait Islander networks.	Every advertisement is promoted through Aboriginal and Torres Strait Islander networks.	Media and communications manager
2. Representation of Aboriginal and Torres Strait Islander peoples on the board of Seniors Rights Service.	2.1 Allocate two designated board positions for Aboriginal and Torres Strait Islander people.	Two board positions filled by Aboriginal and Torres Strait Islander people.	Board chair
3. Increase the number of Aboriginal and Torres Strait Islander interns, trainees and volunteers for Seniors Rights Service.	3.1 Ensure trainee and intern positions are advertised through Aboriginal and Torres Strait Islander university, TAFE and other courses.	Number of advertisements placed. Number of applications for trainee and intern positions.	General manager
	3.2 Ensure volunteer openings are advertised through Aboriginal and Torres Strait Islander networks and through Volunteers Australia.	Number of advertisements placed. Number of applications for volunteer positions.	General manager

	3.3 Each operational area to set a target for Aboriginal and Torres Strait Islander trainees, interns and volunteers.	Increased numbers of Aboriginal and Torres Strait Islander trainees, interns and volunteers across the organisation.	Senior management team
	3.4 Investigate secondments and exchange opportunities with and between Aboriginal and Torres Strait Islander organisations.	Development of a secondment process with identified Aboriginal and Torres Strait Islander organisations.	Policy and quality improvement coordinator
	3.5 Investigate whether Seniors Rights Service can offer supervised work for a person subject to a community service order.	Development of a policy position for providing community service order placements.	Manager legal

Objective 2 - Retention

Ensuring workplace practices provide a supportive and flexible environment that enables Aboriginal and Torres Strait Islander employees to meet professional and cultural obligations.

Strategy	Actions	Key Performance Indicator	Responsibility
4. Promote work practices that enable Aboriginal and Torres Strait Islander employees to meet their cultural obligations.	4.1 Ensure cultural and ceremonial leave is part of Seniors Rights Service leave policy.	Cultural and ceremonial leave is available to Aboriginal and Torres Strait Islander employees.	Policy and quality improvement coordinator
5. Internal support, networking and mentoring of Aboriginal and Torres Strait Islander staff.	5.1 Develop an internal support network consisting of Aboriginal and Torres Strait Islander board members, staff, trainees, volunteers and interns.	The internal support network meets monthly or as required.	Reconciliation Action Plan advisory group chair
6. Understand the reasons why Aboriginal and Torres Strait Islander staff, interns and volunteers leave the organisation	6.1 Conduct exit interviews with Aboriginal and Torres Strait Islander staff, volunteers and interns who are leaving and address any negative feedback.	Number of exit interviews conducted, and improvements made.	General manager



Objective 3 - Development

Enhancing career pathways for existing Aboriginal and Torres Strait Islander employees through targeted professional development plans.

Strategy	Actions	Key Performance Indicator	Responsibility
7. Professional development for Aboriginal and Torres Strait Islander staff to assist in their career goals.	7.1 Identify and ensure all Aboriginal and Torres Strait Islander staff are provided with appropriate training to assist with their career progression.	Each Aboriginal and Torres Strait Islander staff member has a professional development plan in place. Number of Aboriginal and Torres Strait Islander targeted and led professional development sessions attended by Aboriginal and Torres Strait Islander staff.	Senior management team
8. Support current Aboriginal and Torres Strait Islander staff to gain qualifications and participate in professional development opportunities.	8.1 Develop a policy that provides for paid study leave for approved accredited training.	Study leave policy in place.	Policy and quality improvement coordinator
9. Support current Aboriginal and Torres Strait Islander staff, interns and volunteers to apply for internal vacancies.	9.1 Notify all Aboriginal and Torres Strait Islander staff, interns and volunteers of all Seniors Rights Service recruitment opportunities.	All recruitment opportunities are communicated to Aboriginal and Torres Strait Islander staff, interns and volunteers.	General manager

Objective 4 - Workplace culture

Creating a culturally safe and inclusive working environment for Aboriginal and Torres Strait Islander people. Demonstrating respect for and recognition of the unique cultural, social and spiritual knowledge and experiences that Aboriginal and Torres Strait Islander employees bring to Seniors Rights Service.

Strategy	Actions	Key Performance Indicator	Responsibility
10. Build a culturally competent and inclusive workforce.	10.1 Provide all staff with mandatory cultural competency training annually.	Percentage of staff participation in the training.	General manager
	10.2 Encourage engagement with our Reconciliation Action Plan (RAP).	Annual reporting against the RAP is accepted by Reconciliation Australia.	Reconciliation Action Plan advisory group
11. Increase community engagement with Aboriginal and Torres Strait Islander peoples.	11.1 Identify Aboriginal and Torres Strait Islander people, communities and organisations within our local area or sphere of influence to work with to implement our RAP.	Number of organisations identified who have committed to work with Seniors Rights Service.	Senior management team

12. Provide a welcoming office environment that openly displays our support for Aboriginal and Torres Strait Islander peoples' self-determination.	12.1 Show support for the Uluru Statement of the Heart in the office and on the staff and board intranet.	Display the Uluru Statement of the Heart in the office and on the staff and board intranet.	Media and communications manager
	12.2 Ensure Aboriginal artwork and posters are displayed in the office.	Aboriginal artwork and posters are displayed around the office.	General manager
	12.3 Participate in NAIDOC Week and Reconciliation Week.	Number of staff who participate in NAIDOC and Reconciliation Week and other culturally significant events.	Senior management team
13. Ensure adherence to Seniors Right Service cultural protocols.	13.1 Ensure all staff are aware of the obligations in the Seniors Rights Service cultural protocols.	Adherence to our cultural protocols in all Seniors Rights Service activities.	Reconciliation Action Plan advisory group

