Procedure: Identified positions (Aboriginal and Torres Strait Islander people/women)

Purpose

To outline the approval requirements for advertising identified positions at the University including definitions, approval process, and advertising.

Definitions

Identified Position is a position advertised where there is an essential personal requirement and where it is lawful to discriminate on the basis of that personal requirement as part of a special measure.

Special Measure is a positive action or actions taken to assist or protect specifically identified disadvantaged groups to achieve substantive equality. The special measures cease once their purpose has been achieved.

Procedure

Principles

1. The University has an express commitment to equal opportunity in employment and is committed to implementing strategies to increase the diversity of backgrounds and perspectives of the University community.

2. The University supports special measures to improve access, participation and inclusion of particular groups and encourage equal employment opportunities for Aboriginal and/or Torres Strait Islander staff and academic women in particular.

3. How to determine if a position should be an identified position

4. Positions may be advertised as Identified Positions in the following circumstances as follows:

   a. for Aboriginal and/or Torres Strait Islander People as part of special measures to meet the employment targets under the ANU Reconciliation Action Plans at the University-wide and College or Service Division level; and

   b. for female academics engaged in areas of the University where women are
under-represented as part of special measures to meet the targets set out in the University strategic plan.

Approval process

5. The Recruitment and Appointments Branch of Human Resources Division must be notified of an intention to advertise an Identified Position or Positions.

6. The recruitment and selection documentation must be approved by the Director, Human Resources.

Advertising process

7. Advertisements must make clear the personal attributes that are the basis for the Identified Position or Positions.

8. The advertisement must specify that the Identified Position is an equal employment opportunity measure aiming to increase representation by the target group.

9. The area seeking to place the advertisement must have considered, in detail, the particular circumstances that give rise to inequality or under-representation of the disadvantaged group(s) in the area for which the position is being advertised. That detailed consideration must be presented to the Human Resources Division when seeking approval to place the advertisement.

10. Examples of wording for advertisements are:

   • ‘The ANU welcomes applications from Aboriginal and/or Torres Strait Islander persons. The filling of this position is intended to constitute a Special Measure to increase employment opportunities provided to Aboriginal and/or Torres Strait Islander persons in line with the strategies in the ANU Reconciliation Action Plan.’

   • ‘This is an Identified Position in accordance with the ANU’s Identified Position Policy. Aboriginal and/or Torres Strait Islander persons are strongly encouraged to apply.’

   • ‘Women are particularly encouraged to apply. As part of a Special Measure to improve gender balance within the Research School of Computer Science, one of the two positions is reserved for women. Female applicants are requested to state clearly whether they wish to be considered for this position.’

11. Where relevant, advertisements should be placed in specialist media that would be likely to attract members of the target group and members of the target group will be included in selection panels.
12. The selection process will be based on merit against the selection criteria. Applicants must address the selection criteria.

13. The requirement for a demonstrated knowledge and understanding of Aboriginal and/or Torres Strait Islander societies and cultures or contemporary issues affecting those societies does not necessarily make a position an Identified Position. However, such a selection criterion may be among the selection criteria for an Identified Position.

14. The University may establish an eligibility list from the field of applicants for an Identified Position in order to fill future vacancies.