

RECRUITING ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE

PARTICIPATE IN WHOLE OF GOVERNMENT PROGRAMS

For details of individual programs contact the employment inclusion manager William Towler. InclusionEmployment@act.gov.au 6205 3629

CURRENT PROGRAMS

1. [Graduate Program](#) (identified inclusion)
 - EOI May 2017 for Feb 2018 commencement
 - Employed as GAA advancing to ASO5 or equivalent after 10 months
2. Indigenous Traineeship
 - EOI Oct/Nov for 2018 commencement
 - Employed as ASO1 advancing to ASO2, or equivalent levels, after 12 months

FUTURE PROGRAMS

3. Australian School Based Apprenticeship (ASBA) Register of available candidates
 - EOI Oct 2017 for Feb 2018 commencement (dates TBC)
 - Candidates work 1 day per week at a rate of ~\$90 per day.
 - Employment period may be up to 2 years

STANDARD MERIT RECRUITMENT PROCESS

Position is advertised to all, through Jobs ACT as a minimum. Advertisement should include a statement to encourage diversity applications. Advice on the standard merit process is available [here](#)

PERMANENT POSITIONS*

Note: An application does not necessarily require a written response to the selection criteria (SC). Rather, the selection committee must make a comparative assessment of applicants based on each applicant's claims against the SC.

All advertisements must state the SC for the position. If the requirement is for applicants to provide a written response to the SC, this should be stipulated in the advertisement and should not exceed five SC.

Selection committees must consist of a minimum of three people.

Applicants can be assessed either on written applications and/or interview, or other assessment method.

For permanent positions the best person for the job is to be selected (with no preference given to ACTPS officers over temporary employees).

The average time to complete this process is 45 days

TEMPORARY POSITIONS*

Positions can not exceed 12 months, unless specified for fixed term projects.

Preference given to ACTPS officers over temporary employees, unless the engagement of an employee is consistent with a management strategy to be an equitable employer (as set out in Section 27 of the [Public Sector Management Act 1994](#)).

Less than 3 months: EOI to canvas available ACTPS officers, optional. (Some directorates maintain and access in house temporary register).

Section 27 of the [Public Sector Management Act 1994](#) allows eligibility to be limited and doesn't require an EOI for positions less than 3 months

More than 3 months: to be advertised on [Jobs ACT](#) and a prescribed selection process conducted.

IDENTIFIED POSITIONS *

Identify an existing position or create a new position with an [Establishment Variation Authority](#) (this form is required for any position change).

Identified positions are filled through advertising, and are to be clearly labelled as 'Identified position open only to Aboriginal and Torres Strait Islander candidates'

Aboriginal and Torres Strait Islander employment providers can be utilised to identify candidates.

REASONABLE ADJUSTMENT

*Reasonable adjustment may be required. Contact with applicants prior to selection process is recommended to determine if reasonable adjustments are required. Aboriginal and Torres Strait Islander employment providers can be utilised to assist with cultural requirements and support.