

Equitable Hiring Strategy 2022-2027

OBJECTIVE

To ensure equitable hiring practices are undertaken over a five-year period in the Research School of Earth Science (RSES) to develop a workforce that is representative of the Australian population and embraces diversity and inclusion.

BACKGROUND

RSES strives to be an inclusive and diverse community committed to creating a fair and equitable work environment. We value a diverse working environment in which everyone is safe and supported. Respectful communication and behaviour are the building blocks of our community. We strive to mitigate the effects of conscious and unconscious biases and to overcome barriers that negatively impact the well-being of our community. We recognize that diverse approaches and perspectives will ultimately benefit us all as a community. Development of strategies to mitigate traditional diversity imbalances in the school will benefit our community both personally and professionally.

CURRENT WORKFORCE DEMOGRAPHICS

The school qualitatively recognises underrepresentation of women, people who identify as LGBTQIA+, people who identify as Black, Indigenous or Person of Colour (BIPoC), and people with disability.

ACTIONS TO ADDRESS UNDERREPRESENTATION

Hiring managers must select some actions from the below table to include in a recruitment process. These actions must be listed under the heading 'Diversity' on the job card in ANU Recruit. Listing actions in the job card allows the delegate (usually the College General Manager) to monitor and report on the adoption and success of this equitable hiring strategy.

Initiatives	Actions	Success Measures	Responsibility / Approvals Required
1. Recruit and retain greater cultural diversity	1.A. <i>Mitigating unconscious bias:</i> i. Supervisors and managers encouraged to complete unconscious bias, disability awareness, and Ally training	An increase in the number of managers completing unconscious bias, disability awareness and/or Ally training	Chairs of selection panels

	<ul style="list-style-type: none"> ii. Members of the hiring panel encouraged to complete unconscious bias training prior to shortlisting iii. Hiring managers to discuss possible unconscious bias with their selection committee at several stages of the hiring process iv. HR to encourage hiring managers to read applications from underrepresented groups first v. Consider separate shortlisting for men and women or a balanced shortlist as appropriate 	<p>An increase in the number of job cards and selection committee reports containing methods to manage unconscious bias.</p> <p>Statement on the selection committee report acknowledging that unconscious bias has been managed throughout the selection process</p>	
	<p><i>1.B. Hiring managers to make an effort to advertise vacant positions outside the ANU:</i></p> <ul style="list-style-type: none"> i. Commitment to broad advertisements of adverts to mitigate biases ii. Position descriptions should be phrased as broad as possible 	<p>Maintaining the high percentage of vacancies that are advertised compared to appointments without advertisement.</p>	Hiring managers
	<p><i>1.C. Encourage candidates with diverse backgrounds to apply for advertised positions:</i></p> <ul style="list-style-type: none"> i. Approach suitable candidates with diverse backgrounds directly and encourage to apply ii. Additional advertisement through diverse and non-traditional communication channels for adverts such as disciplinary, networks of underrepresented groups (e.g., WOMEESA, IAGD ...) and use of appropriate Twitter hashtags (e.g., #blackInScience, #WomenInScience, #LatinasInScience, #DisabledInScience ...) iii. Use of job boards such as Toozly and Disability Employment Service providers to attract more applicants with disabilities where appropriate iv. Formally encourage candidates to submit a diversity statement with their application 	<p>An increase in non-traditional advertisement through word of mouth and/or social media</p> <p>An increased external visibility as an employer striving to be more Inclusive In hiring</p> <p>Increasing retention and hiring of people with diverse backgrounds</p>	Hiring managers

	<ul style="list-style-type: none"> v. Formally encourage “Relative to opportunity” statements vi. Consider advertising identified positions for underrepresented groups in School areas with greater imbalance 		
	<p><i>1.D. Using gender neutral language:</i></p> <ul style="list-style-type: none"> i. Commitment to using gender neutral language in adverts and communication with potential candidates 	<p>Consistent use of gender-neutral language in all adverts and all communications with candidates</p> <p>Strengthen feminine coded language on typically male dominated roles</p> <p>Encourage running advertisements through a gender decoder</p>	Hiring managers and members of the selection panel
	<p><i>1.E. Provide detailed information on support and adjustment options:</i></p> <ul style="list-style-type: none"> I. All advertised positions must use the advertisement template provided by CoS HR, which outlines the assessment process and includes specific wording around reasonable adjustments II. Include communication concerning the availability of funding for international applicants that are not supported by ANU’s central Job Access Employment Assistance Fund 	<p>An increase in the number of candidates asking for support through the recruitment process and/or on commencement.</p> <p>An increase in the number of managers and school members completing disability awareness training</p>	Hiring managers and members of the selection panel
	<p><i>1.F. Form a diverse selection panel:</i></p> <ul style="list-style-type: none"> I. Hiring managers must ensure their committee is diverse beyond gender and background balance when appropriate II. Every member on the panel broadens the diversity of the committee 	<p>Broad diversity across the committee</p> <p>If there are no individuals available in the School, hiring managers will ensure the external committee member is culturally diverse.</p>	Hiring managers

MEASURING PERFORMANCE

RSES will provide an annual review each November at the CoS Executive Committee. This review will track the success of recruitment and retention actions outlined in this strategy. The review will report on:

- our progress in closing identified gaps,
- whether the School is on track to meet strategic goals,
- whether any attraction, recruitment, selection or retention methods will be amended to help the School close identified gaps.