



# Indigenous Professional Staff Grants

## Program Guidelines

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### Purpose

1. The Indigenous Professional Staff Grants Program has been established to support the growth in ANU of career pathways for Indigenous professional staff and to increase the overall number of continuing Indigenous professional staff employed by the University.
2. The Indigenous Professional Staff Grants Program will fund two grant rounds per annum of \$50,000 each (\$100,000 per annum) to be matched by the recipient work area.

### Eligibility

3. Applications can be made by any work area of the University that employs professional ANU staff including:
  - a) Academic Colleges or other Academic Units;
  - b) Schools, Institutes or Centres within an Academic College or other Academic Unit;
  - c) Service Divisions or other Business Units.

### Funding Elements

4. Applications can be made for any of the following initiatives:
  - a) *Salary subsidy for ongoing identified position at any level*: funding to go towards the salary and on-costs in the first year of an ongoing identified position.
  - b) *Salary subsidy for temporary secondment*: funding to go towards the salary and on-costs for a one year fixed-term transfer for an Indigenous staff member already permanently employed by ANU which would enable development and facilitate experience in another professional role.
  - c) *Indigenous traineeship*: funding to support the engagement of an Indigenous trainee through the ANU Indigenous Traineeship Program at ANU02/03
  - d) *Indigenous recruitment services for identified positions (may be combined with 4(a))*: funding for fees associated with engaging an Indigenous recruitment services firm (from the panel of service providers approved by Human Resources Division) to recruit candidate/s to identified position/s at levels ANU04-SM3.

### Funding Priorities

5. Preference is given to professional staff employment initiatives that support the following outcomes:

- Encourage the continuing employment and professional mobility of Aboriginal and Torres Strait Islander people in ANU;
- Maximise staff development and enable transfer of job skills;
- Contribute to individual career strategies, goals and objectives;
- Promote innovation in achieving employment outcomes for Aboriginal and Torres Strait Islander people at ANU.

## Assessment Criteria

6. Applications must address each of the assessment criteria in order to be considered for grant funding. All criteria as are relevant are weighted equally.

<b>1. Need</b>	<ul style="list-style-type: none"> <li>• Contribution to sustainable employment, employee mobility and staff development</li> <li>• Alignment of role with work area priorities and outcomes</li> </ul>
<b>2. Quality</b>	<ul style="list-style-type: none"> <li>• Presence of local area Indigenous staff support</li> <li>• Local area development plan</li> </ul>
<b>3. Innovation</b>	<ul style="list-style-type: none"> <li>• Commitment to cross-cultural understanding and a supportive environment for Indigenous staff</li> </ul>
<i>Additional Criteria for Traineeships</i>	
<b>4. Employment Pathways</b>	<ul style="list-style-type: none"> <li>• Providing pathways for transition to further employment for the trainee</li> </ul>

## Conditions of Grant

7. Recipient work areas are required to match the grant with an equal funding commitment.
8. Grants are awarded in a lump sum and ongoing funding for a position is the responsibility of the local area.

### *Changes to role after grant awarded*

9. Grants are made for the purpose specified in the original application.
10. If there is a change in circumstance following the award of the grant: for example, change to the position description, classification level etc. this must be notified to the Grants Committee for consideration and approval.

### *Traineeship requirements*

11. Work areas seeking a grant to support traineeships must demonstrate how they will support the trainee's transition to continuing employment, subject to the following conditions being met:
  - i. successful completion of the traineeship program;
  - ii. minimum rating of 'Meets all expectations' on the trainee's PDR for year 2 of the traineeship; and
  - iii. trainee agreeing to accept continuing employment.

### *Reporting*

12. Recipient work areas are required to report on outcomes at the end of the first year (and at completion of the traineeship) to the Grants Committee.

### *Additional support*

13. Staff who are recruited under the grant initiative will be supported to apply for ANU professional staff development assistance. Professional development activity must fall within the guidelines for PSSS or PSDEF to be approved.

## **Application and Assessment Process**

14. Work areas should discuss proposals with the Human Resources Division in the early stages of developing their application. This should include discussion on position description, reporting lines and career development and support plans.
15. Applications must be submitted using the application Form and process outlined on the website <https://services.anu.edu.au/human-resources/respect-inclusion/aboriginal-torres-strait-islander-employment> .
16. Applications will be evaluated by the Indigenous Professional Staff Grants Committee (the Grants Committee<sup>1</sup>) against the criteria set out in paragraph 6.

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<sup>1</sup> Refer to the Indigenous Professional Staff Grants Committee Terms of Reference for the Committee membership and administrative arrangements.