



Guidelines for the Professional Development of New Indigenous Staff Initiative

The Senior Management Group has allocated Corporate Funds towards the Professional Development of Indigenous staff who are newly appointed to UniSA. This initiative is in line with the University's Indigenous Employment Strategy and takes effect from 2004.

Funding will be allocated to the local area to support a customised development program for a new staff member who is on a continuing or fixed-term contract for three or more years. The funding allocation will be calculated as 20% of the employee's base salary plus on-costs at the time of appointment. This is a one-off allocation (not annual) that will be used to support professional development activities for up to three years.

These guidelines have been developed to ensure consistency of practice and to provide a basis to assure our communities, including our many Indigenous stakeholders, that the University is meeting the goals of its mission and Act.

Underlying assumptions

- A professional development framework will be established for the new staff member to assist them acquire and/or refine skills, knowledge and capabilities that will benefit them in their career development and in their continuing roles with UniSA.
- The development will be negotiated between the staff member and their supervisor within the University's performance management framework.
- Funding from this initiative will support professional development activities for up to three years.
- Professional development strategies may vary from one year to the next.
- Progress will be monitored and discussed to ensure the relevance and usefulness of the development program being undertaken as part of the performance management process.
- Organisational Learning and Development staff in collaboration with the Consultant: HR Services: Indigenous Employment will provide advice and guidance for supervisors and staff when required.

Process

- The Consultant HR Services: Indigenous Employment will formally advise the new staff member and their supervisor of this professional development support.
- The Consultant HR Services: Indigenous and Employment Schemes will follow up with the staff concerned, outlining the University's support structures and approach to Indigenous employment and answer any questions about the intent of this initiative.
- Organisational Learning and Development will assist supervisors with advice on how funds can be used to support development, where this is requested.

- The supervisor and Consultant HR Services: Indigenous and Employment Schemes will meet with the staff member to discuss their professional development needs and to identify initial and medium term strategies. It is anticipated that these discussions will occur within the first the first three months of employment.
- The supervisor will inform the Senior Consultant: Organisational Learning and Development, in writing, that performance and development discussions are taking place and will provide a brief summary on strategies that will be put in place.
- The Senior Consultant: Organisational Learning and Development will then arrange the transfer of funds to the local area. The local area will establish a specific cost centre to enable monitoring and reporting on expenditure.
- Supervisors will be asked to provide a brief progress report to the Senior Consultant: Organisational Learning and Development at the end of each year and to report to HR any issues that may have wider implications for development of Indigenous staff.
- Any issues related to the implementation of this professional development initiative should be reported to the Director: HR.