

# Aboriginal and Torres Strait Islander Identified Positions Procedure

Version 2 – Approved 3 June 2025

## Contents

|                                        |   |
|----------------------------------------|---|
| Purpose.....                           | 1 |
| Applicable governance instruments..... | 1 |
| Procedure .....                        | 1 |
| 1. General Principles.....             | 1 |
| 2. Recruitment.....                    | 2 |
| Versions .....                         | 2 |

## Purpose

This Procedure describes how the University identifies and recruits positions specifically for Aboriginal and Torres Strait Islander employment to support the creation of a truly inclusive and diverse workforce. All references to Aboriginal people in this procedure should be taken to include both Aboriginal and/or Torres Strait Islander people.

## Applicable governance instruments

| Instrument                                    | Section                                                                                   | Principles |
|-----------------------------------------------|-------------------------------------------------------------------------------------------|------------|
| <i>People Policy</i>                          | 1.1 People recruitment, management and development<br>2.4 Inclusion, diversity and equity |            |
| <i>University of Tasmania Staff Agreement</i> |                                                                                           |            |
| <i>Tasmanian Anti-Discrimination Act 1998</i> |                                                                                           |            |

## Procedure

### 1. General Principles

- 1.1. To fulfil the University's commitment to the University's Aboriginal Employment Plan, positions are identified and allocated for recruitment of Aboriginal people.
- 1.2. Identified positions require the considered candidates for selection to be Aboriginal.
- 1.3. It is intended that identified positions will be in areas of the University where the duties:
  - a) predominantly focus on or work with Aboriginal clients,
  - b) specifically provides services for Aboriginal people,
  - c) develop or deliver programs of learning or research that contain substantial Aboriginal content, or
  - d) have a substantial impact on the Aboriginal community.

- 1.4. Identified positions must meet the criteria of exceptions for positive discrimination under the *Tasmanian Anti-Discrimination Act 1998*.
- 1.5. Advice and support in identifying and recruiting for identified positions is provided by People and Wellbeing.

## 2. Recruitment

- 2.1. The Position Description selection criteria for all identified positions will include as essential requirements that the appointee:
  - a) is an Aboriginal person,
  - b) demonstrates a level of knowledge and understanding of Aboriginal cultures and societies appropriate to the position, and
  - c) demonstrates the ability to communicate sensitively and effectively with Aboriginal people, including the requirement for genuine consultation and negotiation.
- 2.2. To meet essential requirement (a), candidates must provide with their application, documentation that confirms their Aboriginal identity. The requirement for candidates to do this must therefore be included in the application information provided to them. A description of documentation required by the University is available on the University's website at – <https://www.utas.edu.au/equity-diversity/aboriginal-and-torres-strait-islander>
- 2.3. When recruiting for an identified position, one member of the selection panel must be an Aboriginal person. Advice and support from the People and Wellbeing team, including the Aboriginal Talent Partner, is available to assist with aligning panel composition to these requirements.
- 2.4. Where the University has grounds to believe it may be difficult to attract a suitably qualified Aboriginal person, the Chief People Officer or delegate may consult with the Pro-Vice Chancellor, Aboriginal Leadership to consider alternative action. This may include a temporary conversion to a non-identified position and to re-advertise the position. If this is the case, the University may consider it appropriate to recruit for a period of up to 2 years before readvertising as an identified position.

## Versions

Versions of this procedure and the details of their approval are as per the following table:

| Version   | Action                 | Approved by          | Business Owner/s     | Approval Date |
|-----------|------------------------|----------------------|----------------------|---------------|
| Version 1 | Approved               | Chief People Officer | Chief People Officer | 15 June 2021  |
| Version 1 | Reconfirmed, unchanged | Chief People Officer | Chief People Officer | 3 June 2022   |
| Version 1 | Reconfirmed, unchanged | Chief People Officer | Chief People Officer | 16 June 2023  |
| Version 1 | Reconfirmed, unchanged | Chief People Officer | Chief People Officer | 8 June 2024   |

Version 2 – Approved 3 June 2025

Definitions and acronyms can be found at: <https://www.utas.edu.au/policy/policy-definitions>

Related policies and procedures can be found at: <https://www.utas.edu.au/policy>

## Aboriginal and Torres Strait Islander Identified Positions Procedure

|           |          |                      |                           |             |
|-----------|----------|----------------------|---------------------------|-------------|
| Version 2 | Approved | Chief People Officer | Aboriginal Talent Partner | 8 June 2025 |
|-----------|----------|----------------------|---------------------------|-------------|

\* Currency of procedures is confirmed annually. For the details of when this procedure was last confirmed as current, visit the [version history page](#).