

Diversity & Inclusion Guidance for Research Teams

	Principle	Descriptor	Advice for Research Teams
1.	Inclusive behaviours	Provide ongoing opportunities for staff to disclose concerns around D&I	<ul style="list-style-type: none"> • Include a standing D&I agenda item at meetings (similar to OHS&W) • Provide key contact details for team members to raise D&I related matters if required
		Determine and implement a method of measuring and tracking inclusive behaviours, actions, and outcomes	<ul style="list-style-type: none"> • Consider administering a team survey to measure and track inclusive behaviours, actions and outcomes over time
2.	Communications, marketing & events	Ensure that marketing content equally represents people from varied identity groups	<ul style="list-style-type: none"> • Ensure images and perspectives portrayed in marketing content are diverse and representative • Ensure panels/speakers are diverse and representative
		Ensure website, newsletter and other relevant communications adhere to best practice for accessibility	<ul style="list-style-type: none"> • Use Microsoft accessibility checker function • Ensure content can be read by screen readers and assistive technologies • Include alternative text captions on images
		Ensure events are diverse and inclusive (including external events you agree to participate in)	<ul style="list-style-type: none"> • Confirm diverse speakers/panel members • Ensure venues are accessible • Hold events within regular working hours (consider interstate/overseas time zones) • Promote events through a wide range of media platforms/channels
3.	Recruitment	Ensure Recruitment process and policies promote D&I	<ul style="list-style-type: none"> • Pre-recruitment <ul style="list-style-type: none"> - Brief recruitment team on expectations (i.e diversity of candidate list, where the jobs should be advertised, D&I reporting requirements) • Advertisements <ul style="list-style-type: none"> - Include your organisation's value statement - Explicitly state opportunities for flexible work arrangements where possible - Check use of essential/desired criteria (Women are less likely to apply for jobs if they do not meet 100% of essential criteria) • Applicant assessment <ul style="list-style-type: none"> - Does the candidate pool demonstrate sufficient diversity? If not, explore options to promote the role through unique community networks - Consider blind recruitment process (i.e removing identifying details from applications to ensure candidates are assessed on skills and experience) • Interviews <ul style="list-style-type: none"> - Ensure interview panel demonstrates sufficient diversity - Check if candidates have special requirements for interview - Panel members complete unconscious bias training prior to interview

			<ul style="list-style-type: none"> • Post-interviews <ul style="list-style-type: none"> - Maintain detailed records of all stages of the recruitment process - Consider method for notifying candidates of the outcome
4.	Training & development	Review the ways in which development opportunities are provided to ensure equitable availability and representative participation	<ul style="list-style-type: none"> • Ensure all team members receive equal opportunity for training and development (i.e attendance at conferences) • Review the ways in which development opportunities are provided to ensure equitable availability and representative participation. • Look for opportunities to engage early-mid career researchers
5.	Performance & career	Include specific performance measures and evaluation metrics for inclusion in employee performance plans	<ul style="list-style-type: none"> • Include assessment of D&I in performance review process (i.e consider employees performance across inclusive behaviours, communication, recruitment etc)
		Ensure the performance review process is consistent for all staff so that employees are evaluated in a fair and equitable way	<ul style="list-style-type: none"> • Ensure management are familiar with the performance review process • Check that the existing assessment methods meet the needs of all staff • Consistent review cycle dates for all staff • Consistent assessment terms (i.e exceeds expectations, meets expectations or requires improvement) • Consider development and succession planning for all staff