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| **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 | * 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 | * 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 | * 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 | * 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) | * 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 | * Pre-recruitment * Brief recruitment team on expectations (i.e diversity of candidate list, where the jobs should be advertised, D&I reporting requirements) * Advertisements * 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 * 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 * Ensure interview panel demonstrates sufficient diversity * Check if candidates have special requirements for interview * Panel members complete unconscious bias training prior to interview * Post-interviews * 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 | * 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 | * 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 | * 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 |