



Gender Equality Action Plan 2017–20

Version 1.0 13 June 2017

1. Gender Equality Action Plan

The National Museum of Australia is committed to diversity as reflected in the Diversity Action Plan 2014–2018 which aims to ensure that the Museum:

- celebrates and values diversity in everything we do
- creates a fair and respectful workplace culture
- builds and retains diverse capabilities and experiences

Gender equality in the workplace is achieved when all employees are able to access and enjoy the same rewards, resources and opportunities regardless of gender or sexual orientation. The primary aim of this plan is to develop a workplace culture where staff feel valued and included irrespective of gender or sexual orientation.

2. Key Focus Areas

Balancing the Future: The Australian Public Service Gender Equality Strategy 2016–19 was launched by the Australian Public Service Commission (APSC) in April 2016. It was endorsed by the Secretaries Board and is a direct response to the Australian Government's commitment for the APS to lead the way in gender equality by driving real and lasting change. As part of the strategy, agency heads are required to ensure that gender equality is a business imperative by supporting the choices of all employees about their work arrangements.

The strategy requires agencies to address five key areas through the development and implementation of a Gender Equality Action Plan. The Museum's Gender Equality Action Plan will focus on areas of greatest need, with the intention of shifting from compliance to strategic, embedding gender equality values and behaviours as part of a defined and communicated culture. To achieve this, the Museum will focus on:

- establishing and promoting the business case for gender equality at the Museum
- improving gender composition and balance
- embedding flexibility and gender equality into the Museum culture, encouraging collaborative solutions to individual employee needs where practicable.

3. Actions

| Establishing and promoting the business case for gender equality at the Museum | | | | | |
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| Australian Public Service goals | Workplace Gender Equality focus areas | Action | Measurement | Timing | Responsibility |
| Measurement and evaluation | Measurement and reporting | Gender equality statistics are collected, collated and distributed to the Museum's Executive Management Group, Corporate Management Group and Diversity Committee to identify and raise awareness of gender inequality and issues that may relate to the Museum | An increased awareness of gender composition and areas of inequality across the Museum | April, June, September, December each year | HR |
| Measurement and evaluation | Measurement and reporting | Review the APS State of the Service Census results relating to gender equality related issues, for example flexible working arrangements, work-life balance, commitment to diversity | The percentage of positive employee perceptions of flexible working arrangements, work-life balance and commitment to diversity are increased from the previous year | September each year | HR |
| Driving and supporting an enabling culture | Strategy and business case | Circulate the Gender Equality Action Plan to all staff and include a brief summary or vision promoting the benefits of gender equality for the Museum | Gender Equality Action Plan is uploaded to the Museum's website, with a link from the intranet and in an all staff email | By 31 July 2017 | HR and Executive |

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| Driving and supporting an enabling culture | Strategy and business case | Diversity Committee incorporates gender equality as a key priority for attention | Gender equality is a standing agenda item at Diversity Committee meetings | By 15 May 2017 | Diversity Committee members |
| Driving and supporting an enabling culture | Stakeholder management | Develop and/or display posters about gender equality issues across the Museum to raise awareness | A minimum of three posters are developed or displayed each year | By 31 December 2017 | HR |
| Driving and supporting an enabling culture | Stakeholder management and strategy and business case | Gather and promote articles and research material that highlight the success of gender equality action plans and activities in female dominated industries | A minimum of two articles are shared with staff | By 31 December 2017 | Diversity Committee members |
| Driving and supporting an enabling culture | Leadership accountability and policies and procedures | Domestic violence policy and supporting information is developed and distributed to staff | Domestic violence policy is approved and published on Museum Central, with other supporting reference material | By 30 September 2017 | HR, Executive and Diversity Committee members |
| Improving gender imbalance and composition | | | | | |
| APS goals | WGEA focus areas | Action | Measurement | Timing | Responsibility |
| Measurement and evaluation | Measurement and reporting | Museum identifies and prioritises job families and business units where gender equality composition could be improved | Strategies are implemented to improve gender composition in specific business units | By 30 June 2018 | HR, Executive and relevant business unit managers |
| Embed gender equality | Leader and manager capability and talent pipeline | Participation in the cultural institution mentorship program | Staff from all classification levels across the Museum participate in the mentorship program | By 31 March 2018 | HR, relevant business unit managers |
| Embed gender equality | Policies and processes and talent pipeline | Ensure recruitment panels are gender diverse | The composition of all recruitment panel is gender | By 30 June 2017 | HR |

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| | | | diverse and panel members are provided with information on unconscious bias | | |
| Driving and supporting an enabling culture | Leader and manager capability, leadership accountability and talent pipeline | Provide support and information to managers on the impact of unconscious bias | Training and/or resources are provided to managers on unconscious bias | By 31 December 2018 | HR |
| Measurement and evaluation Embed gender equality | A gender inclusive culture | Guidelines are developed for delegates considering individual flexibility arrangements (IFAs) and remuneration above the minimum increment point | Guidelines completed and applied when considering requests for IFAs or higher remuneration requests | By 30 September 2017 | HR |
| <p>Embedding flexibility and gender equality into the Museum culture (Note: flexible working arrangements include a range of permanent and temporary options such as part-time work, job sharing, working from home, amended start and finish times, condensed working hours such as a nine-day fortnight, or a combination of any of these for all staff). Flexibility does not necessarily mean reduced staffing levels or the need for additional funding.</p> | | | | | |
| APS goals | WGEA focus areas | Action | Measurement | Timing | Responsibility |
| Increased take-up of flexible work arrangements by men and women | Flexibility and measurement and reporting | Explore options to formally record applications for all flexible work arrangements | Investigate systems that enable HR to collect and analyse applications for flexible working arrangements across the Museum | By 30 June 2018 | HR |
| Increased take-up of flexible work arrangements by men and women | Flexibility and measurement and reporting | Survey staff on the use and accessibility of flexible working arrangements at the Museum and distribute results | Benchmark data formally collected on the use and accessibility of flexible working arrangements at the Museum | By 30 April 2018 | HR |

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| Increased take-up of flexible work arrangements by men and women | Policies and procedures and leader and manager capability | Develop toolkit for managers and staff on options for flexible working arrangements | Toolkit developed and distributed to Museum staff | By 31 December 2017 | HR |
| Increased take-up of flexible work arrangements by men and women | Leader and manager capability and gender inclusive culture | Roll out the Flexible Work module on APS Learnhub to all Museum employees | Flexible Work module rolled out to all Museum employees | By 30 September 2017 | HR |
| Increased take-up of flexible work arrangements by men and women | Flexibility | Investigate and analyse differences between males and females accessing flexible working arrangements and distribute results | Benchmark data collected and analysed on the use and accessibility of flexible working arrangements between males and females at the Museum | By 30 June 2018 | HR |
| Increased take-up of flexible work arrangements by men and women | Flexibility and policies and procedures | Flexible working arrangements are considered for every position | All new vacancies state that the Museum supports the use of flexible working arrangements | By 30 June 2017 | HR |