



Gender Equality Action Plan 2017–20

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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					
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

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

			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

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