




Beaufort Delta Divisional Educational Council – Indigenous Employment Plan

	ACTIONS	PERFORMANCE MEASURE	MILESTONES				NOTES
			2022-2023		2023-2024	2024-2025	
			Target	Status as of Q4			
GOAL 1: Indigenous Representation	Action 1.1: Review all job descriptions to remove systemic barriers and reflect appropriate non-inflated education and experience requirements	<i># of job descriptions (JDs) reviewed</i> <i># of applicants on job postings</i> <i>Increased use of equivalencies</i> <i>Info: https://www.fin.gov.nt.ca/en/services/position-and-salary-information/department/beaufort-delta-divisional-education-council</i>	<i>25% (34) of JDs reviewed</i> <i>Based on a total: 137 job descriptions.</i>	<i>21.9% (30) of JDs reviewed</i> <i>Based on a total: 137 job descriptions.</i>	<i>50% (68) of JDs reviewed</i>	<i>75% (103) of JDs reviewed</i> <i>10% increase in applicants</i>	
	Action 1.2: Hiring managers complete training on the staffing process, recruitment programs and understanding systemic and unconscious racism and bias within the hiring process.	<i># of hiring managers who complete the training</i>	<i>Training launched</i>	<i>Hiring Managers training launched</i>	<i>40% of hiring managers have completed the training</i>	<i>65% of hiring managers have completed the training</i>	
	Action 1.3: Review Indigenous eligibility lists for pre-qualified candidates prior to initiating a job competition excluding teaching positions	<i># of positions filled without a competition</i> <i>Increase of Indigenous hires within department</i> <i>Increased number of candidates added to database</i>	<i>Launch of eligibility database</i>	<i>Two positons offered with Indigenous Career Gateway Program.</i>	<i>5 positions are filled with eligibility lists</i>	<i>7 positions are filled with eligibility lists</i>	
	Action 1.4: Review BDDEC policy manual to update and include new policies that promote Indigenous eligibility for positions.	<i># of policies created or updated.</i>	<i>Begin policy review.</i>	<i>Policy review has begun.</i>	<i>Present minimum of two new policies to the District Education Council (DEC) for approval.</i>	<i>Present minimum of four new/updated policies to the District Education Council (DEC) for approval.</i>	
	GOAL 2: Ensure that all employees complete Living Well Together: Indigenous Cultural Awareness and Sensitivity Training.	<i># of employees who have completed the training</i>	<i>30% of employees have completed training</i>	<i>33.3% of employees have completed training</i>	<i>50% of employees have completed training</i>	<i>75% of employees have completed training</i>	



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PORT DELTA
EDUCATION COUNCIL

ACTIONS	PERFORMANCE MEASURE	MILESTONES				NOTES
		2022-2023		2023-2024	2024-2025	
		Target	Status as of Q4			
Action 2.3: Ensure all employees complete the Equitable Workplace: Cultivating Attitudes of Anti-Racism and Allyship Training. https://my.hr.gov.nt.ca/courses/equitable-workplace-cultivating-attitudes-anti-racism-and-allyship-employees	<i># of employees who have completed the training</i> <i># of sessions available</i>	<i>8% of employees have completed training</i>	<i>9% of employees have completed training</i>	<i>15% of employees have completed training</i>	<i>25% of employees have completed training</i>	
Action 2.4: Ensure employees complete exit interview process that includes questions about employee experiences with bias, racism, discrimination, harassment and cultural insensitivity.	<i># of exit interviews completed with employees who leave their position</i>	<i>Department of Finance develops exit interview process. BDDEC will partner to distribute surveys.</i>	<i>Under development</i>	<i>Department of Finance develops exit interview process. BDDEC will partner to distribute surveys.</i>	<i>20% of departing employees complete an exit interview</i>	
Action 2.5: Ensure Indigenous employees are aware of and apply to the Indigenous Management Development and Training Program (IMDTP), and that it is fully subscribed.	<i># of employees accessing program. BDDEC will promote via email and website.</i>	<i>1 employees from department have accessed IMDTP</i>	<i>No employees have currently accessed IMDTP</i>	<i>2 employees from department have accessed IMDTP</i>	<i>2 employees from department have accessed IMDTP</i>	
Action 2.5: Access Indigenous mentorship program for informal on-the-job training.	<i># of employees accessing program</i> <i># of succession plans</i>	<i>Department of Finance develops and promotes Indigenous Mentorship Program. BDDEC will work with GNWT HR and Finance.</i>	<i>Under development</i>	<i>Department of Finance develops and promotes Indigenous Mentorship Program. BDDEC will work with GNWT HR and Finance.</i>	<i>10-15% of Indigenous employees are participating in the program in some capacity</i>	
Action 2.5: Support employees to identify career pathways and training needs in their Learning and Development Plan as a part of the Performance Development process.	<i># of indigenous employees who identify career pathways and training needs in their Learning and Development Plan</i>	<i>Department of Finance will develop resources to assist Indigenous</i>	<i>Under development</i>	<i>Department of Finance will develop resources to assist Indigenous employees in</i>	<i>10% of employees have identified a career path</i>	



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	ACTIONS	PERFORMANCE MEASURE	MILESTONES				NOTES
			2022-2023		2023-2024	2024-2025	
			Target	Status as of Q4			
			employees in identifying career pathways		identifying career pathways		
	Action 2.5: Work with HR on succession planning with a focus on Indigenous employee development.	# of Indigenous employees who have identified for succession planning in various roles	BDDEC will create succession planning guide; department works with HR to develop Succession Plan.	BDDEC has begun succession planning guide to develop Succession Plan. BDDEC has created a new mentorship program for ILE. BDDEC has applied for various Indigenous Career Gateway Program positions.	BDDEC will create succession planning guide; department works with HR to develop Succession Plan.	15-20 Indigenous employees identified for succession planning	
	Action 2.6: Use the Indigenous Career Gateway Program (ICGP).	# of ICGP candidates hired	Goal to use ICGP to hire two employees.	Two positions filled using ICGP.	Goal to use ICGP to hire four employees.	Goal to use ICGP to hire five employees in total by 2024.	
	Action 2.6: Promote the use of transfer assignments and cross-training to encourage mobility and development for Indigenous employees.	# of employees on transfer assignments (TA) or Secondments # of Indigenous employees within Middle and Senior management roles	Minimum of 5% of TAs filled by Indigenous employees	0% of TAs filled by Indigenous employees	5% of TAs filled by Indigenous employees	5% of TAs filled by Indigenous employees	



Beaufort Delta Divisional Education Council
INDIGENOUS EMPLOYMENT TARGETS

	(March 31, 2022)	SHORT-TERM TARGETS (By March 31, 2024)	MEDIUM- TERM TARGETS (By March 31, 2026)	LONG TERM TARGETS (By March 31, 2028)
Staffed positions				
All filled positions	328	328	328	328
Indigenous Aboriginal employees	102	105	109	114
Net Increase Target	N/A	+3	+4	+5
Percentage	31.1%	32.01%	33.2%	34.8%
Indigenous Aboriginal employees by job classification				
Senior Management				
Total employees	4	4	4	4
Indigenous employees (#)	0	0	1	2
Net Increase Target	-	-	+1	+1
Indigenous employees (%)	0.0%	0.0%	25.0%	50.0%
Middle management				
Total employees	9	9	9	9
Indigenous employees (#)	1	2	2	3
Net Increase Target	-	+2	0	+1
Indigenous employees (%)	11.1%	22.2%	22.2%	33.3%
Positions Requiring University Equivalency				
Total employees	168	168	169	169
Indigenous employees (#)	49	49	51	52
Net Increase Target	-	0	+2	+2
Indigenous employees (%)	29.1%	29.1%	30.1%	30.1%
Positions Requiring University/Trade Equivalency				
Total employees	N/A	N/A	N/A	N/A
Indigenous employees (#)	N/A	N/A	N/A	N/A
Net Increase Target	-			
Indigenous employees (%)				
Positions Requiring High School Equivalency or No Formal Education				
Total employees	69	70	71	72
Indigenous employees (#)	61	62	63	64
Net Increase Target	-	+1	+1	+1
Indigenous employees (%)	88.4%	88.5%	88.7%	88.8%

**Job classification definitions:*
Senior Management - Position belonging to DM or SRM union code.
Middle Management - Position belonging to management NOC occupational code.
Professional - Position requiring university equivalency.
Paraprofessional - Position requiring college or trades equivalency.

Administrative - Position requiring high school equivalency.

AFFIRMATIVE ACTION FACT SHEET						
Beaufort Delta Divisional Education Council Statistics						
306 Public Service employees by affirmative action status as at March 31, 2023						
Employees						
	#			% of Total Employees		
	Female	Male	Total	Female	Male	Total
Affirmative Action Status						
Indigenous Employees (Aboriginal + Non-Aboriginal)	86	13	99	28.1%	4.2%	32.4%
Indigenous Aboriginal	85	13	98	27.8%	4.2%	32.0%
Indigenous Non-Aboriginal	1	0	1	0.3%	0.0%	0.3%
Other Employees	132	75	207	43.1%	24.5%	67.6%
Employees in Non-Traditional Occupations ¹	1	1	2	0.3%	0.3%	0.7%
Total Employees	218	88	306	71.2%	28.8%	100.0%
Employees - New Hires/Rehires from April 1, 2022 to March 31, 2023						
	#			% of Total Employees		
	Female	Male	Total	Female	Male	Total
Affirmative Action Status						
Indigenous Employees (Aboriginal + Non-Aboriginal)	9	4	13	16.4%	7.3%	23.6%
Indigenous Aboriginal	9	4	13	16.4%	7.3%	23.6%
Indigenous Non-Aboriginal	0	0	0	0.0%	0.0%	0.0%
Other Employees	29	13	42	52.7%	23.6%	76.4%
Employees in Non-Traditional Occupations ¹	0	0	0	0.0%	0.0%	0.0%
Total Employees	38	17	55	69.1%	30.9%	100.0%
¹ Non-Traditional occupations are identified when 70% or more of the incumbents in the classification group are male and where there are more than ten incumbents in that classification group.						
Senior Management (includes DMs and SRMs)						
Affirmative Action Status	#			% of Total Senior Management		
	Female	Male	Total	Female	Male	Total
Indigenous Employees (Aboriginal + Non-Aboriginal)	0	0	0	0.0%	0.0%	0.0%
Indigenous Aboriginal	0	0	0	0.0%	0.0%	0.0%
Indigenous Non-Aboriginal	0	0	0	0.0%	0.0%	0.0%
Other Employees	1	2	3	33.3%	66.7%	100.0%
Total Senior Management	1	2	3	33.3%	66.7%	100.0%
Senior Management (includes DMs and SRMs) - New Hires/Rehires from April 1, 2022 to March 31, 2023						
Affirmative Action Status	#			% of Total Senior Management		
	Female	Male	Total	Female	Male	Total
Indigenous Employees (Aboriginal + Non-Aboriginal)	0	0	0	0.0%	0.0%	0.0%
Indigenous Aboriginal	0	0	0	0.0%	0.0%	0.0%
Indigenous Non-Aboriginal	0	0	0	0.0%	0.0%	0.0%
Other Employees	0	0	0	0.0%	0.0%	0.0%
Total Senior Management	0	0	0	0.0%	0.0%	0.0%
Source: PeopleSoft, March 31, 2023						