



Beaufort Delta Divisional educational Council – Indigenous Employment Plan

	ACTIONS	PERFORMANCE MEASURE	MILESTONES				NOTES	
			2023-2024		2024-2025			2025-2026 Targets
			Target	Status as of Q4	Target	Status as of Q4		
GOAL 1: Indigenous Representation	<b>Action 1.1:</b> 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:</i> <a href="https://www.fin.gov.nt.ca/en/services/position-and-salary-information/departement/beaufort-delta-divisional-education-council">https://www.fin.gov.nt.ca/en/services/position-and-salary-information/departement/beaufort-delta-divisional-education-council</a>	<i>50% (68) of JDs reviewed</i> <i>Based on a total: 137 job descriptions.</i>	<i>51.1% (70) of JDs reviewed</i> <i>Based on a total: 137 job descriptions.</i>	<i>75% (103) of JDs reviewed</i>  <i>10% increase in applicants</i>	<i>0% of JDs reviewed</i>  <i>BDDEC will review all JDs. We will work with Job Evaluation to update education, experience and equivalencies for all positions.</i>		
	<b>Action 1.2:</b> 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>31.6% of hiring managers have completed the training</i>	<i>65% of hiring managers have completed the training</i>	<i>25.0% of hiring managers have enrolled, 12.5% have completed the staffing workshop training</i>  <i>0.4% have enrolled, 0.4% have completed mitigating unconscious bias training</i>  <i>BDDEC will share training opportunities will all staff.</i>  <i>50% of staff involved in hiring competitions will complete training.</i>	<i>We will need to identify the specific courses.</i>	
	<b>Action 1.3:</b> 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 positions offered with Indigenous Career Gateway Program.</i>	<i>7 positions are filled with eligibility lists</i>	<i>0 eligibility list hires</i>  <i>Continue to work with HRO to explore eligibility list candidates before posting positions.</i>	<i>We haven’t had much luck with this in our small communities.</i>	



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	<b>Action 1.4:</b> Review BDDEC policy manual to update and include new policies that promote Indigenous eligibility for positions.	<i># of policies created or updated.</i>	<i>Present minimum of two new policies to the District Education Council (DEC) for approval.</i>	<i>Two new policies were sent 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>	<i>0 policies were passed or updated with the DEC.</i>	<i>BDDEC will review and identify policies that are no longer up to date. They will be prioritized for revision with the DEC.</i>	<i>What is the status of the policies from 2023-2025?</i>
GOAL 2: Indigenous Leadership	<b>Action 2.1:</b> Ensure that all employees complete Living Well Together: Indigenous Cultural Awareness and Sensitivity Training.	<i># of employees who have completed the training</i>	<i>50% of employees have completed training</i>	<i>51.7% of employees have completed training</i>	<i>75% of employees have completed training</i>	<i>69.9% of employees have enrolled, 50.9% have completed the training</i>	<i>75% of all BDDEC staff will have completed all modules in the Living Well Together series.</i>	<i>Is there an easy way to get a list of employees who have completed the modules?</i>
	<b>Action 2.3:</b> Ensure all employees complete the Equitable Workplace: Cultivating Attitudes of Anti-Racism and Allyship Training.  <a href="https://my.hr.gov.nt.ca/courses/equitable-workplace-cultivating-attitudes-anti-racism-and-allyship-employees">https://my.hr.gov.nt.ca/courses/equitable-workplace-cultivating-attitudes-anti-racism-and-allyship-employees</a>	<i># of employees who have completed the training</i>  <i># of sessions available</i>	<i>15% of employees have completed training</i>	<i>16% of employees have completed training</i>	<i>25% of employees have completed training</i>	<i>Employees – 0.4% enrolled, 0.4% completed</i>  <i>Managers – 10.5% have enrolled, 10.5% have completed</i>	<i>BDDEC will share training information with all staff.</i>  <i>All staff who are in supervisory role will be required to complete training.</i>	<i>There are currently no sessions scheduled. Is there a schedule for 2025-2026?</i>
	<b>Action 2.4:</b> 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>20% of departing employees complete an exit interview</i>	<i>Under development with the Department of Finance</i>	<i>BDDEC will share exit interview opportunities with any employee that leaves BDDEC.</i>	<i>Can the current version be shared with us?</i>



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	<b>Action 2.5:</b> 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 IDTP</i>	<i>2 employees from department have accessed IDTP</i>	<i>1 employee has accessed IDTP</i>	<i>All Indigenous employees will be made aware of the IMDTP at the start of the school year.</i>	
	<b>Action 2.5:</b> 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>10-15% of Indigenous employees are participating in the program in some capacity</i>	<i>Under development with the Department of Finance</i>	<i>2 Indigenous employees will access the Indigenous Mentorships Program.</i>	
	<b>Action 2.5:</b> 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 employees in identifying career pathways</i>	<i>Under development</i>	<i>10% of employees have identified a career path</i>	<i>0 employees have identified a career path</i>	<i>20 Indigenous employees will identify career pathways and training needs in their learning and development plan.</i>	<i>Tutorials and suggested trainings should be identified for each UNW position type.</i>
	<b>Action 2.5:</b> Work with HR on succession planning with a focus on Indigenous employee development.	<i># of Indigenous employees who have identified for succession planning in various roles</i>	<i>BDDEC will create succession planning guide; department works with HR to develop Succession Plan.</i>	<i>BDDEC has created a new teacher education program with Vancouver Island University. It is</i>	<i>15-20 Indigenous employees identified for succession planning</i>	<i>8 Indigenous employees identified for succession planning</i>	<i>10 employees within BDDEC will be identified for succession planning.</i>	<i>BDDEC will create succession planning guide for both UNW and NWTTA employees. Suggested trainings will be identified and shared with employees.</i>



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				<i>set to launch in January of 2025.</i>  <i>10-12 BDDEC employees will be trained to become teachers by 2027.</i>  <i>BDDEC has created a new mentorship program for ILE.</i>				
	<b>Action 2.6:</b> Use the Indigenous Career Gateway Program (ICGP).	<i># of ICGP candidates hired</i>	<i>Goal to use ICGP to hire two employees.</i>	<i>One position filled using ICGP.</i>  <i>One Indigenous Languages Assistant position filled with direct appointment.</i>	<i>Goal to use ICGP to hire five employees in total by 2024.</i>	<i>0 ICGP hires in 2024-25 FY.</i>	<i>Goal to use ICGP to hire one employees.</i>	<i>Uncertainty over 3<sup>rd</sup> party funding will reduce the number of new positions available for staffing.</i>
	<b>Action 2.6:</b> Promote the use of transfer assignments and cross-training to encourage mobility and development for Indigenous employees.	<i># of employees on transfer assignments (TA) or Secondments</i>  <i># of Indigenous employees within Middle and Senior management roles</i>	<i>Minimum of 5% of TAs filled by Indigenous employees</i>	<i>15.4% of TAs filled by Indigenous employees</i>	<i>5% of TAs filled by Indigenous employees</i>	<i>17.6% of TAs filled by indigenous employees</i>	<i>5% of TA’s filled by Indigenous employees</i>	<i>Uncertainty over 3<sup>rd</sup> party funding will reduce the number of new positions available for staffing.</i>

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 <sup>1</sup>	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 <sup>1</sup>	0	0	0	0.0%	0.0%	0.0%
Total Employees	38	17	55	69.1%	30.9%	100.0%
<sup>1</sup> 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						



End of Quarter Departmental Employee Profile

	BDDEC			GNWT		
	Total #	% Aboriginal	% Female	Total #	% Aboriginal	% Female
All Employees	289	32.2	69.2	6,479	28.9	65.5
Position Category						
Senior Management	3	0.0	33.3	259	22.4	61.4
Middle Management	16	0.0	37.5	526	20.3	56.1
Other Employees	270	34.4	71.5	5,694	30.0	66.5
Region						
Yellowknife / HQ - North Slave	1	0.0	0.0	3,442	15.3	64.2
Beaufort Delta	288	32.3	69.4	879	40.0	68.7
Dehcho	0	-	-	410	53.9	63.2
Sahtu	0	-	-	342	35.4	70.2
South Slave	0	-	-	991	43.2	62.7
Tłı̨chǫ	0	-	-	415	54.2	74.2
Skill Level						
University	181	14.4	63.5	3,396	18.0	66.8
College/Trades	9	66.7	66.7	1,350	36.6	62.7
High School or Less	99	61.6	79.8	1,733	44.4	65.2
Gender						
Male	89	10.1	..	2,236	23.6	..
Female	200	42.0	..	4,243	31.7	..
Affirmative Action Status						
Indigenous Aboriginal	93	..	90.3	1,874	..	71.8
Indigenous Non-Aboriginal	1	..	100.0	680	..	62.1
Non-Indigenous Employees	195	..	59.0	3,925	..	63.1
Age						
18-29 Years old	50	18.0	62.0	669	23.5	66.8
30-39 years old	90	33.3	76.7	1,822	25.0	67.5
40-49 years old	72	27.8	65.3	1,769	27.9	65.5
50-59 years old	51	47.1	74.5	1,465	33.5	65.1
60 years old and over	26	38.5	57.7	754	36.9	60.2
Funding Source						
Funded	233	27.0	65.2	5,280	28.5	64.1
Third Party Funded	56	53.6	85.7	315	36.8	78.4
Internally Funded	0	-	-	389	35.0	67.9
Relief/Seasonal	0	-	-	46	13.0	39.1

