



Beaufort Delta Divisional educational Council – Indigenous Employment Plan

	OBJECTIVE	ACTIONS	PERFORMANCE MEASURE	MILESTONES		
				2022-2023	2023-2024	2024-2025
GOAL 1: Indigenous Representation	Address bias, racism, and discrimination throughout the staffing process, resulting in improved cultural competency in the public service.	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>	25% (34) of JDs reviewed Based on a total: 137 job descriptions.	50% (68) of JDs reviewed	75% (103) of JDs reviewed 10% increase in applicants
		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>	Training launched	40% of hiring managers have completed the training	65% of hiring managers have completed the training
		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>	Launch of eligibility database	5 positions are filled with eligibility lists	7 positions are filled with eligibility lists
		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>	Begin policy review.	Present minimum of two new policies to the District Education Council (DEC) for approval.	Present minimum of four new/updated policies to the District Education Council (DEC) for approval.

GOAL 2: Indigenous Leadership	Encourage and support Indigenous people to join and stay with the Public Service by fostering a culturally inclusive workplace that addresses bias, racism and discrimination, and that is free of harassment.	Action 2.1: Ensure that all employees complete Living Well Together: Indigenous Cultural Awareness and Sensitivity Training.	# of employees who have completed the training	30% of employees have completed training	50% of employees have completed training	75% of employees have completed training
		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	# of employees who have completed the training # of sessions available	8% of employees have completed training	15% of employees have completed training	25% of employees have completed training
		Action 2.4: Ensure employees complete exit interview process that includes questions about employee experiences with bias, racism, discrimination, harassment and cultural insensitivity.	# of exit interviews completed with employees who leave their position	Department of Finance develops exit interview process. BDDEC will partner to distribute surveys.		20% of departing employees complete an exit interview
	Improve retention of Indigenous employees through professional development and career progression.	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.	# of employees accessing program. BDDEC will promote via email and website.	1 employees from department have accessed IMDTP	2 employees from department have accessed IMDTP	2 employees from department have accessed IMDTP
		Action 2.5: Access Indigenous mentorship program for informal on-the-job training.	# of employees accessing program # of succession plans	Department of Finance develops and promotes Indigenous Mentorship Program. BDDEC will work with GNWT HR and Finance.		10-15% of Indigenous employees are participating in the program in some capacity
		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.	# of indigenous employees who identify career pathways and training needs in their Learning and Development Plan	Department of Finance will develop resources to assist Indigenous employees in identifying career pathways		10% of employees have identified a career path
	Improve retention of Indigenous employees through professional development and career progression.	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.		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.	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	5% of TAs filled by Indigenous employees	5% of TAs filled by Indigenous employees

**Beaufort Delta Divisional Education Council
INDIGENOUS EMPLOYMENT TARGETS**

	CURRENT (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.