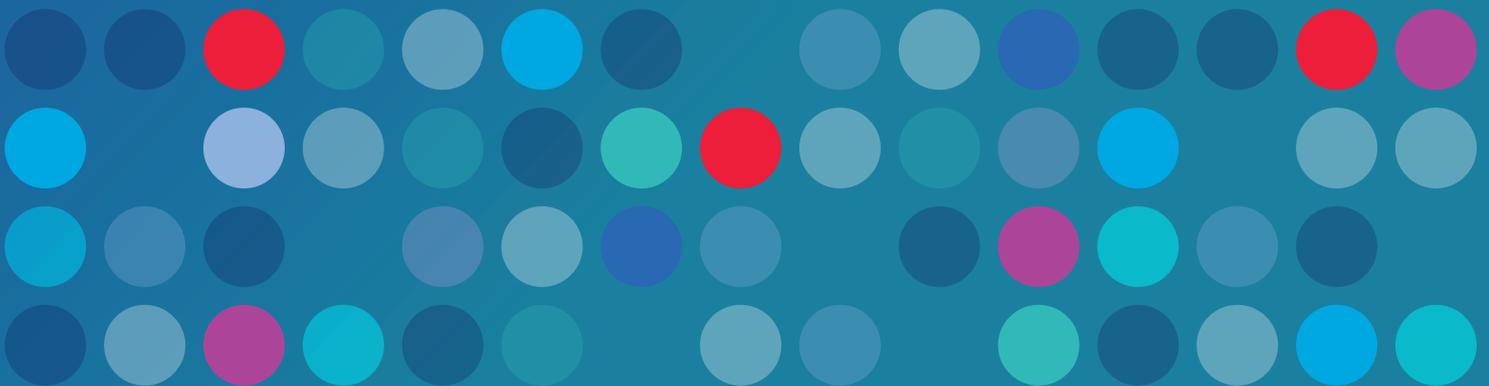


Self-Assessment Tool

Building workforces that reflect
the diversity of the community



Acknowledgments

HealthWest Partnership acknowledges the traditional custodians of the lands that we work on, the Wurundjeri, Boonwurrung, and Wathaurong peoples of the Kulin Nation, and pay our respects to their cultures, their elders past and present and to all other Aboriginal and Torres Strait Islander people.

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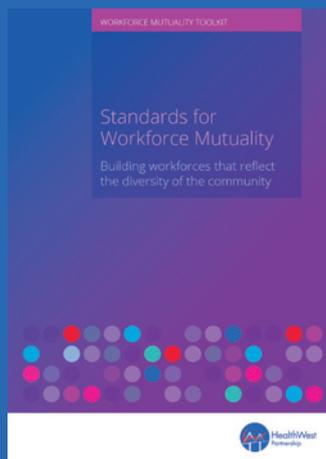
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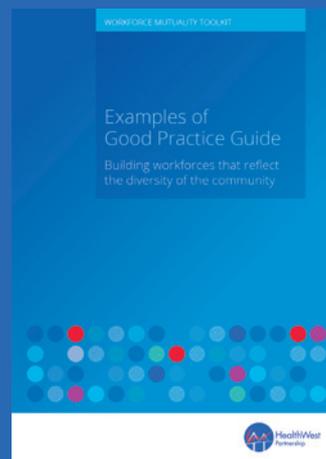
HealthWest Partnership (2020), Workforce Mutuality Toolkit. Self-Assessment Tool. HealthWest Partnership: Footscray, Victoria.

**This document forms part of the
Workforce Mutuality Toolkit.**

These documents are designed to be
used together.



ONE
**Standards for
Workforce Mutuality**



TWO
**Examples of Good
Practice Guide**



THREE
Self-Assessment Tool



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Purpose of this Tool

The Self-Assessment Tool (the Tool) aims to generate discussion about your organisation's current workforce mutuality practices and helps you to identify how to make further improvements. It will also help you prioritise your improvement activities.

The Tool is divided into the six Standards for Workforce Mutuality:



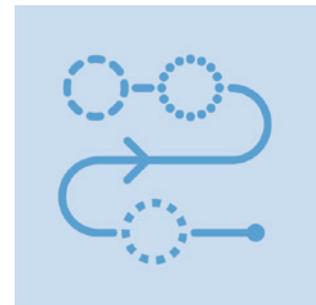
Foundational Standard 1

Making workforce mutuality a priority



Foundational Standard 2

Creating an organisational culture that values diversity



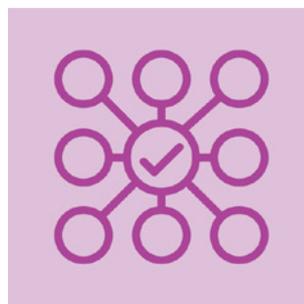
Standard 3

Building job pathways for a diverse community



Standard 4

Employing a diverse workforce



Standard 5

Supporting a diverse workforce



Standard 6

Improving consumer experience for people from diverse backgrounds



Foundational Standards 1 and 2

We strongly recommend that you begin this work by focusing on **Foundational Standards: 1 and 2**. Meeting these will make it easier to work on the others.

When Standards 1 and 2 are met, everyone working within your organisation will understand the benefits of having a diverse workforce, and will be actively supporting, promoting and celebrating diversity, inclusion and workforce mutuality.

How to use the self-assessment tool

- 1** For each indicator, list what actions your organisation is currently taking to improve workforce mutuality in the **'Things we do well'** column.
- 2** For each indicator, list what actions your organisation could be doing to make further improvements to its workforce mutuality in the **'Things we could improve'** column. Use the *Examples of Good Practice Guide* to help you identify actions.
- 3** Assign an **impact score** for the actions in the 'Things we could improve' column for each indicator. I.e. Assign a high impact score for the actions that will greatly improve your organisation's workforce mutuality (0 for no impact, 10 for maximum impact).
- 4** Assign an **effort score** for the actions in the 'Things we could improve' columns for each indicator. I.e. Assign a high effort score for the actions that will require the most effort (0 for no effort, 10 for maximum effort).
- 5** Choose your priority actions by considering the effort and impact scores you have assigned. Ideally, your priority actions will have a high impact score (closer to 10) and a low effort score (closer to 0). Put these into the **'Priority actions'** box below each Standard.

Planning your self-assessment

Before the assessment:

- Choose a date for the self-assessment.
- Have you invited the right people?
- Circulate the Self-Assessment Tool and the *Examples of Good Practice Guide* well before the day. Ask team members to familiarise themselves with the Tool and the Guide and make notes against each question. This is important; the more familiar team members are with the tool the more efficient and productive discussions will be on the day.
- Think about how you will make staff feel 'safe' enough to offer their perspectives and suggestions for improvement.
- If you have the capacity, book a meeting room with laptop and projector capabilities to make it easier to work through the indicators as a group.

During the assessment:

- Give yourselves around thirty minutes to discuss each Standard.
- Select one team member to act as facilitator and another team member as a 'time keeper'.
- Pick one team member to take notes in the *self-assessment tool* and keep track of decisions and future actions.

After the assessment:

- Validate the findings of the self-assessment by recirculating them amongst the group for review.
- Communicate the results of your self- assessment to leadership and the organisation more broadly.





Foundational Standard 1 Making workforce mutuality a priority

All levels of leadership including board, executive and management understand and promote the principles and practices of workforce mutuality and actively seek opportunities to improve the mutuality of the organisation.

Indicator	Things we do well	Things we could improve	Impact score	Effort score
<p>1.1 Our leadership reflects the diversity of the community</p>				
<p>1.2 Leaders in the organisation understand the benefits of workforce mutuality</p>				

FOUNDATIONAL STANDARD 1

Indicator	Things we do well	Things we could improve	Impact score	Effort score
<p>1.3 Leaders promote diversity and workforce mutuality</p>				
<p>1.4 Leaders demonstrate a commitment to workforce mutuality through strategic workforce planning</p>				

FOUNDATIONAL STANDARD 1

Indicator	Things we do well	Things we could improve	Impact score	Effort score
<p>1.5 Leaders foster and promote the involvement of staff from diverse backgrounds in organisational development</p>				
<p>1.6 Leaders foster and promote the professional development of staff from diverse backgrounds in the organisation</p>				
<p>Priority Actions</p>				



Foundational Standard 2 Creating an organisational culture that values diversity

Diversity is recognised and supported as a core strength of the organisation.

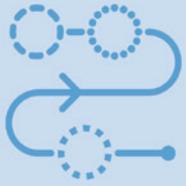
Indicator	Things we do well	Things we could improve	Impact score	Effort score
<p>2.1 We promote diversity and inclusion as core values of our organisation</p>				
<p>2.2 Workforce mutuality is included in strategic plans and policies</p>				

FOUNDATIONAL STANDARD 2

Indicator	Things we do well	Things we could improve	Impact score	Effort score
<p>2.3 Adequate budget and resources are allocated for improving workforce mutuality</p>				
<p>2.4 Staff are provided with diversity training and resources that are appropriate for the diversity of the community</p>				
<p>2.5 Staff from diverse backgrounds contribute to building an organisational culture that values diversity</p>				

FOUNDATIONAL STANDARD 2

Indicator	Things we do well	Things we could improve	Impact score	Effort score
<p>2.6 Diversity is valued in the workplace through celebrations and events</p>				
<p>2.7 Mutuality with the community is reflected in internal and external publications, communications and other promotional resources</p>				
<p>2.8 Staff data is collected in a safe and confidential way, compared to community data and used to set workforce mutuality targets</p>				
<p>Priority Actions</p>				



Standard 3 Building job pathways for a diverse community

The organisation seeks out opportunities to build equitable employment pathways and networks with community and other organisations.

Indicator	Things we do well	Things we could improve	Impact score	Effort score
3.1 The organisation seeks out opportunities to work together with community, other organisations and sectors to build accessible and sustainable job pathways for people from diverse backgrounds				
3.2 We share relevant diversity data with other organisations relating to both our staff and our community to foster a collaborative approach to building job pathways appropriate for our catchment area(s)				

STANDARD 3

Indicator	Things we do well	Things we could improve	Impact score	Effort score
<p>3.3 We provide and seek out peer review and feedback from other organisations to strengthen workforce mutuality practice in our catchment area(s)</p>				
<p>3.4 We seek out opportunities to work with and learn from peak organisations and recognised leaders in workforce mutuality</p>				
<p>3.5 We share outcome data among our networks and across sectors to promote the benefits of workforce mutuality</p>				
<p>Priority Actions</p>				



Standard 4 Employing a diverse workforce

Recruitment processes are fair, accessible and equitable to all people from the community.

Indicator	Things we do well	Things we could improve	Impact score	Effort score
<p>4.1 Workforce planning processes result in the development of position descriptions, role scope and selection criteria that facilitate diversity and inclusion</p>				
<p>4.2 Diversity-related skills that will add value to the organisation's business practices are identified and included in key selection criteria</p>				

STANDARD 4

Indicator	Things we do well	Things we could improve	Impact score	Effort score
<p>4.3 Inclusive job advertisements and position descriptions are designed to eliminate barriers to people from diverse backgrounds applying for the role</p>				
<p>4.4 Jobs are promoted in formats and platforms that will reach diverse communities</p>				
<p>4.5 Recruitment processes are transparent and unbiased</p>				
<p>Priority Actions</p>				



Standard 5 Supporting a diverse workforce

Staff from diverse backgrounds are provided with equitable support relevant to their individual needs and the requirements of their role.

Indicator	Things we do well	Things we could improve	Impact score	Effort score
<p>5.1 Managers actively support staff to understand and engage safely with the workplace culture</p>				
<p>5.2 The safety and wellbeing of a diverse workforce is ensured through identifying and managing potential risks and harms</p>				

STANDARD 5

Indicator	Things we do well	Things we could improve	Impact score	Effort score
<p>5.3 Retention and support strategies for staff from diverse backgrounds are developed and implemented</p>				
<p>5.4 Leave entitlements reflect the needs of a diverse workforce</p>				
<p>5.5 Internal pathways for promotion and career progression are inclusive and supportive of all staff</p>				

STANDARD 5

Indicator	Things we do well	Things we could improve	Impact score	Effort score
<p>5.6 Staff are given the opportunity to use their personal cultural capital and expertise in their role</p>				
<p>5.7 Staff are supported to work with consumers from communities different to their own</p>				
<p>5.8 Assistive technology and other relevant supports are provided to meet the needs of our workforce</p>				
<p>Priority Actions</p>				



Standard 6 Improving consumer experience for people from diverse backgrounds

Consumers from diverse backgrounds experience improved outcomes and satisfaction when engaging with the organisation.

Indicator	Things we do well	Things we could improve	Impact score	Effort score
<p>6.1 We consult and collaborate with consumers to identify what we can do to make our organisation more responsive to the needs of a diverse community</p>				
<p>6.2 Consumer feedback demonstrates that services and programs are accessible to all members of the community</p>				

STANDARD 6

Indicator	Things we do well	Things we could improve	Impact score	Effort score
<p>6.3 Consumer feedback demonstrates that services are delivered in ways that meet the needs of a diverse community</p>				
<p>6.4 Consumer feedback demonstrates that consumers from diverse backgrounds feel they are treated with respect and equality</p>				
<p>6.5 Consumer feedback demonstrates that consumers from diverse backgrounds are likely to recommend the organisation to others in their community</p>				

STANDARD 6

Indicator	Things we do well	Things we could improve	Impact score	Effort score
<p>6.6 Consumer experience surveys use platforms and formats that are relevant and accessible for diverse communities</p>				
<p>6.7 We report back to our diverse consumers about consumer experience findings and the resulting planned improvements, using platforms and formats that are relevant and accessible for diverse communities</p>				
<p>Priority Actions</p>				

