

Gender Equity Employment Analysis Tool



Banyule
CITY COUNCIL



Preamble

Welcome to the Gender Equity Employment Analysis Tool developed by ShantiWorks in conjunction with Nillumbik Shire Council and Banyule City Council. This tool has been designed to support each council to analyse, monitor and transform recruitment and employment practices in ways that strengthen gender equity processes as a step toward gender equality and the eradication of discrimination and violence against women in our community. The Gender Equity Employment Analysis Tool aspires to transform the underlying inequalities that are embedded in institutional policies, procedures and practices.

The tool is designed to emphasise the importance of initial and ongoing data collection and review in identifying opportunities to work towards gender equality through recruitment and employment, and in how to situate gender equality within an overall focus on diversity.

Users of the tool have an opportunity to develop actions that spring from this data collection to achieve social and gender transformation. A transformational approach towards gender equity analysis and action goes beyond a focus on making structures and processes more inclusive of women, or empowering women to achieve the same positions or results as men. It also goes beyond recognising that women have specific and different needs to men, and beyond actions that address these specific needs or which apply minimum quotas for women's participation.

A transformational approach focuses on the meanings ascribed to gender, the benefits and burdens of responsibility that comes with how male and female genders are constructed, gendered power relationships and sexism. It involves developing a lens of male privilege and assumptions about gender that result in women (and their experiences) remaining invisible, or exposed and subjected to discriminatory practices and disadvantage based on gender. Gender equity analysis and action that adopts a transformational approach helps to challenge and change these assumptions, meanings and micro-cultures around gender for the benefit of all employees and the broader community.

Gender Equity Employment Analysis Tool

Standards to Achieve Gender Equality	Identifying the Barriers to Gender Equality	Actions	Action allocated to? (Names)	Completed by? (Dates)*	Measuring success	Completed
1.Data is collected that enables Council to analyse and monitor gender-based patterns in employment and recruitment, and how these patterns intersect with other forms of diversity.	This is a positive initial step in developing a local, evidenced based understanding of gender inequality in employment and recruitment practices.	1.Determine what data is currently available and what further processes are required to acquire relevant quantitative data 2. Develop and implement data collection processes in relation to gender and employment patterns. ¹ 3. Determine key areas of lack of gender diverse representation in employment and prioritise focus of actions.			1. Desegregated data in relation to gender and employment is available and distributed to.....	<input type="checkbox"/>
					2. Data collection tools and processes are developed and available to.....	<input type="checkbox"/>
2.Councillors, Council executives, senior managers, human resource managers and organisational development consultants participate in specialised professional development to ensure that they can lead the organisation on gender equity processes and strategies in recruitment and employment.	Develop recurrent training that assists management to develop: an in depth understanding of gender inequality in the workplace; the links to broader inequality and violence against women; their role in addressing gender equity as leaders in local government and organising whole of staff training.	1. Consider pre-existing training in relation to gender, gender equity and gendered violence and determine gaps and priorities. 2. Determine a regular training schedule and allocate resources. 3. Develop an RFQ for facilitation of training (unless internal process only). 4. Conduct training. 5. Evaluation and ongoing skill development considerations.			1. Regular training schedule developed.	<input type="checkbox"/>
					2. Trainers allocated and training materials developed.	<input type="checkbox"/>
					3. Training completed.	<input type="checkbox"/>
					4. Development and implementation of evaluation processes, with emphasis on ongoing and follow up development.	<input type="checkbox"/>

¹ For example, gendered patterns of the formal and informal flexible and part time work arrangements, paternity/maternity/carers/family/compassionate leave as well as religious/spiritual leave, family violence leave etc.

<p>3. Employment and recruitment policies and practices:</p> <p>a. Work to address any gender inequalities and gender-stereotypical patterns in workforce make-up across Council departments, levels of seniority and employment status.</p> <p>b. Do not disadvantage or advantage prospective employees based on gender.</p>	<p>Collect and analyse quantitative and qualitative data in relation to gender and employment in each council service, including management structures, and determine:</p> <ul style="list-style-type: none"> - Key areas of disparity in representation of gender - Barriers to employment and advancement in relation to gender <p>Steps to address and eradicate the gender related barriers.</p>	<ol style="list-style-type: none"> 1. Utilise quantitative data discussed in section 1. 2. Conduct qualitative data collection processes (e.g. focus groups, interviews, workshops) to determine barriers to equitable gender representation. 3. Develop key actions to address barriers and challenges. 4. Develop ongoing assessment processes to evaluate and refine change, issues and benefits of key actions. 		<ol style="list-style-type: none"> 1. Conduct qualitative data collection activities and utilise alongside quantitative data outlined in section 1. 2. Document localised themes and patterns in relation to barriers and challenges in achieving gender equity. 3. Document actions to address barriers and challenges and report to 4. Evaluation processes carried out. 5. Document completion/refinements and developments of actions and report to..... 	<input data-bbox="2063 148 2130 220" type="checkbox"/> <input data-bbox="2063 296 2130 368" type="checkbox"/> <input data-bbox="2063 448 2130 520" type="checkbox"/> <input data-bbox="2063 600 2130 671" type="checkbox"/> <input data-bbox="2063 699 2130 770" type="checkbox"/>
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This Gender Equity Employment Analysis Tool was developed by Nillumbik Shire Council and Banyule City Council thanks to support from the Victorian Government and assistance of the Municipal Association of Victoria.