# Sponsorship guidance toolkit: Organisational readiness assessment tool

## The following assessment tool can be used to explore your organisation’s readiness for sponsorship. It provides considerations and indicators for each focus area to support your agency to prepare for sponsorship.

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| Focus Area | Statement | Indicators | Add comments on your agency’s status and actions |
| Leadership | Senior leaders are visible and vocal about increasing representation of CALD staff in senior leadership | Senior leaders understand that culturally diverse employees are underrepresented in senior leadership.  Senior leaders understand the challenges and barriers faced by culturally diverse employees.  Senior leaders value greater diversity in senior leadership and understand the business case for diversity.  Leaders communicate their commitment to increasing diversity at the senior leadership level.  Leaders respond and react with care and within public sector guidelines to local and global issues relating to culturally diverse employees. | *E.g. We have an agency commitment to increasing representation of CALD senior leaders* |
| Racial literacy | Our organisation has mandated racial literacy learning into senior leadership and staff learning and development plans | Our agency has a commitment to anti-racism at the Secretary or Agency Head level.  This commitment has been communicated clearly to our employees.  Our agency is developing an anti-racism program of work or leveraging sector-wide work.  Our agency is delivering racial literacy training. | *E.g. We have recently encouraged all staff to read the OPSC’s Anti-Racism Guidance via our internal communications channels* |
| Resourcing | Our organisation has allocated budget and resourcing to the sponsorship program | Our agency has the appropriate level of resourcing to run and manage a sponsorship program.  Our agency has the internal expertise in racial and cultural inclusion (if this is not available internally, consider how you may source this through other means).  Our agency has sourced and incorporated the lived experience of employees and leaders in the program design.  Our agency is leveraging our talent and organisation development teams to integrate the sponsorship program into talent management and the leadership pipeline. | *E.g. We have met with our People and Culture, Organisation Development, Learning Development and Talent teams to engage, plan and co-design the sponsorship program* |
| Governance and accountability | The agency head or most senior leader in the organisation is the overall custodian of the sponsorship program and the executive leadership are collectively responsible for its success | The agency head and/or senior leadership team have actively promoted the sponsorship program. They demonstrate their buy in and commitment pre, during and post program. They remain active and visible.  The agency head and/or senior leadership team are updated on program progress from expressions of interest to participation and participant success.  The agency head and/or senior leadership team are able and willing to intervene to address any risks to the program’s success.  The agency head and/or senior leadership team encourage senior executives throughout the organisation to champion the sponsorship program. | *E.g. Our agency head and senior leaders:*  *have been engaged early at the design phase of the sponsorship program*  *have visibly and vocally shown support through an address at the launch of the sponsorship program*  *have reserved time in their calendars for briefing sessions across the sponsorship program’s duration.* |
| Internal communications & co-ordination | The internal strategic communications team (or equivalent) has capacity and capability to support a communication and engagement plan for the sponsorship program. | The internal strategic communications team (or equivalent) has:  been engaged from the start of the sponsorship program planning phase  capacity to support communications before, during and after the program  an awareness and understanding of culturally appropriate communications, including ensuring photographs or graphics used are culturally appropriate.  Consider also engaging with the internal HR (or equivalent) team to support engagement with the program. | *E.g. Our internal communications team is part of the project team delivering the sponsorship program.*  *E.g. Our internal communications team has assessed their capacity and capability with CALD lived experience and can address gaps to provide appropriate support.* |
| Employee voice | The content of the sponsorship program centres CALD people, and CALD people are involved in the design and/or delivery | Our agency has included lived experience insights within our sponsorship program project plan. This may be through lived experience listening sessions or focus groups designed to understand the barriers and biases in career mobility for CALD employees in our agency.  Our agency has used these lived experiences with care, protecting participant privacy and confidentiality to design content that is relevant to our agency. | *E.g. Our agency implemented findings from focus groups, lived experience listening sessions and engagement survey scores to design the sponsorship program content.* |
| Initiatives | The sponsorship program is linked strategically with other leadership programs and initiatives for CALD staff and other groups.  Note: Sponsorship alone is not sufficient to address systemic and structural inequity. | Our agency has reviewed all CALD specific programs and initiatives to understand how the sponsorship program is positioned in broader CALD work.  Our agency has made decisions with key stakeholders to ensure that there are other programs that support the sponsorship program. | *E.g. Our agency has improved its inclusive recruitment guidance to include CALD relevant content.* |
| Measurement and monitoring | A commitment to ensure clear metrics for sponsors and sponsees is established before the program commences | Our agency has decided on what to evaluate, including how to track participant progress and satisfaction, and what tools or resources are required to undertake this evaluation.  Our agency has decided the overall success outcomes of the sponsorship program. | *E.g. Our agency has decided to run a pre, mid-way and post evaluation of the program.*  *E.g. Our agency has decided that a realistic overall measurement is the improvement in CALD representation across 3-5 years of running CALD sponsorship programs.* |
| Employee support | There are culturally safe and culturally sensitive practices at all points of the sponsorship program | Our agency has considered cultural safety in the design of program.  Our agency has considered a culturally safe facilitator with lived experience to support program delivery.  Our agency has developed protocols in case participants feel culturally unsafe at any point in the program. | *E.g. Our employee assistance provider has been briefed on the sponsorship program and that participants may access EAPs.* |