**Date/s: Start - February 19th, 2024.**

**People Data & Insights**

**Statement of Work:** Indigenous Pay Gap Reporting

February 2024

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| Statement of Work summary |  | The items in this Statement of Work (SOW) refer to the first phase of delivery.   1. Discovery 2. Indigenous Pay Gap Australia - Report Prototype  Working with the existing Gender Pay Gap dashboard, the Remuneration Team would like to replicate this dashboard to analyse the Indigenous Pay Gap. Creating a prototype, and piloting with Australia data only to begin with in Phase 1. We will use this phase to learn the statistical significance of the model and any adaptations we need to consider. This information will help us in later phases, expanding on ethnicity (not just Yes/No) and graduating to a global view. |
| Deliverables |  | The following is a list of key deliverables for this project:   * Discovery objective 1: Can we achieve statistical validity? * Inspired by the Gender Pay Gap dashboard, add a new page in the same location to display the Indigenous Pay Gap in Australia. |

Reward AoE

# Context

[Australian Indigenous Leader Dashboard](https://app.powerbi.com/groups/me/apps/d3f934a2-1809-41fc-8680-7b075259ca7b/reports/8356ca91-06a0-4bec-9e9a-d1813f6b9c2d/ReportSectioncf6bd82fb445c9dd3d71?experience=power-bi)

[PG View - Australian Indigenous Leader Dashboard](https://app.powerbi.com/groups/me/apps/d3f934a2-1809-41fc-8680-7b075259ca7b/reports/3172d875-75fa-4c33-a9ed-fff66e43edea/ReportSection5558ae95201205050203?experience=power-bi)

The Remuneration and Strategy Team have identified value in replicating an existing Gender Pay Gap report the People Data and Insights team created. The team sees feasibility for an Indigenous Pay Gap report to live in the same space.   
  
The team has advised that the source and logic match that of Australian Indigenous Leader Dashboard (current work in progress).   
  
At end of 2023, Shane Bracher and Julia Casa identified that the current pay gap methodology may not produce sensible results due to data imbalance. This requiring a discovery/analytics piece prior to investigate methodologies first.

# Objective

Our number one objective is finding a way to report on the Indigenous Pay Gap that maintains accuracy and reliability. Based on the context, we first need to analyse the data and ensure we have the correct definitions, testing that the data will yield valuable results.   
  
Following from this, we will either pivot methodology or commence build of the data model and building an Automated Power BI report.

# Scope and Deliverables

## Scope

Iteration 1. Discovery (2 weeks)  
Iteration 2 (It1 dependant). Indigenous Pay Gap Australia - Report Prototype.

## Data Sources

The Remuneration team has advised that the source and logic match that of Australian Indigenous Leader Dashboard (current work in progress). The Data Science team will validate.

## Deliverables

Our primary deliverable is coming up with a prototype to identify the Indigenous Pay Gap. This may not be a Minimum Viable Product (MVP), but it should be set up to evolve or pivot.

## Out of Scope

The following is out of scope:

* In phase 1 (discovery and prototype) we won’t commit to expanding the data source scope globally or gaps between various ethnicities. However, we want to be mindful that this is where the project should be set up to grow to in a second phase of development.

# Assumptions and Dependencies

Subject Matter Experts

* Access to subject matter experts, including Remuneration experts. Any delays in access to experts or responses may cause delays in project timelines.

Data Sources

* The Development Team will have access to the required data sources and computation environment required.
* Additional data sources identified during the data assessment phases work have credentials made available (if required), and logic identified, to the project team in a reasonable timeframe.
* Data is available as a report, without the need to consume raw data directly from underlying database tables.

Data Quality

* Data is of sufficient quality. Any compromise on data quality could affect model performance.

Data Privacy

* The development is cleared by Rio Tinto Legal Counsel through a Privacy Impact Assessment (PIA).

Production Support

* Scope of production support to be defined, once the final prototype has been deployed. Support agreements will be made as a separate phase.

# Limitations

There can be no guarantee that the insights found in the data provide statistically significant results on which to base investment. Hence, we wish to undertake a discovery process before commencing build, to advise expectations and allow change if needed.

# Estimated Project timeline.

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| --- | --- |
| Commencement: | 19 February 2024 |
| Planned Completion: |  |

**Timeline to be added once project scope and start date is agreed.**

Key project items would typically include:

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| --- | --- |
| **Item** | **Detail** |
| Diagnostic and Exploration | Discovery phase initial meeting held 19th of February with Amy Walsh, Gabrielle Graham and Melissa Winnel. Data sources and initial objectives were agreed. |
| Requirements Gathering |
| Gather SME inputs |
| Scoping |
| Freeze Statement of Work | By the 4th of March we should freeze the requirements and commence a fortnightly cadence of updates in the process of building our Phase 1 prototype. |
| Data Gathering | Note the delivery of this prototype is highly dependent on data quality, availability and subject matter expertise. |
| Exploratory Data analysis | PD&I Data Science will work with the expertise provided to test the gender pay gap methodology against Indigenous pay gap data. Over the next fortnight we will gather access and run tests, liaising with the customer SME to outline scope and estimate deliverable. |
| Statistical Insights |
| Model development and testing |
| Prototype Design and Development | With approval of statistical validity and initial feedback, the Data Science team will collaborate with the Reporting Analytics Team to create a new page in the Gender Pay Gap dashboards and replicate style with the Indigenous Pay Gap model provided by Data Science. |
| Testing and Debugging | Prior to completion, we would like the customer to have opportunity to seek feedback and test report usability. We can provide advice for next best steps and ensure handover will be successful. |
| Delivery and Handover | The Reporting Analytics and Data Science developers will share the delivery with our Support Team for peer review, ensuring the product is safe to enter support mode and documentation is substantial. |

# Governance, Team structure and Key Personnel

Key Personnel:

* Project sponsor: Mike Coventry (PSLT)
* Subject Matter experts: Amy Walsh, Gabrielle Graham
* PD&I Development Team:
  + Data Science:
    - Reyash Kadyan (proposed)
    - Julia Casa
    - Melissa Winnell (Team Lead)
  + Reporting Analytics:
    - TBC

A project meeting will be held on a regular basis (typically every 2) to monitor the project status. Additional project communications meetings with key stakeholders will be determined as needed. At the end of each sprint, the Development team may request formal feedback on the engagement from key project participants.

# Project Costs and Funding

No funding arrangements in place.