



Level 7  
309 Kent Street  
Sydney NSW 2000  
Tel: (02) 9432 7000  
Fax: (02) 6204 2087

GPO Box 4917  
Sydney NSW 2001

[www.wgea.gov.au](http://www.wgea.gov.au)

# Application package

Please read the following information about making an application.

|                          |   |
|--------------------------|---|
| <b>Position number:</b>  | 23873   |
| <b>Position title:</b>   | Administrative Assistant  |
| <b>APS Level:</b>        | APS 3   |
| <b>Position offered:</b> | Ongoing, full-time position (commitment to flexible working arrangements) |
| <b>Salary range:</b>     | Salary from \$60,293 - \$65,026 plus 15.4% Superannuation                 |
| <b>Closing date:</b>     | Midnight, Monday 5 August 2019  |
| <b>Contact Officer:</b>  | Marketa Hajek, Senior HR Adviser  |
| <b>Contact number:</b>   | (02) 9432 7000  |

This application package includes:

- information on how to prepare your application and the selection process
- a position description.

Further information about our Agency is available at [www.wgea.gov.au](http://www.wgea.gov.au)

# How to prepare your application

---

## Eligibility to apply

You must be an Australian Citizen or eligible to apply for Australian Citizenship.

## Diversity

The Agency values the contributions of people with different backgrounds, experiences and perspectives.

The Agency encourages and welcomes applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people.

You can tell us in your application or when called in for interview if you need any adjustments to help you participate equally in the selection process.

## Questions about the position

The contact officer is available to answer any questions you have about the position. You will find their contact details on page one of this application package.

## Progress of your application

The contact officer can also update you on the progress of your application.

## Lodging your application

Your application should be emailed to [recruitment@wgea.gov.au](mailto:recruitment@wgea.gov.au)

## Late applications

Late applications will not be accepted unless exceptional circumstances exist.

## Preparing your application

You should include the following information in your application:

- **Personal details** including your contact details.
- A **summary** of your work experience.
- A **statement** outlining how your skills, experience and qualifications will help you to meet the requirements of the role. This will help the selection panel make an informed assessment of your suitability.
- Details of two **recent referees** including your current or most recent supervisor (we will seek your permission before we contact your referee).
- Any further relevant information.

## Selection Panel

A selection panel (usually three people) will be formed to consider all applications and to develop a shortlist of applicants for further assessment. This assessment can take many forms but will usually include a face to face interview and could also include a short practical exercise.

## Availability for interview

If you are shortlisted for an interview you can expect at least two days' notice. If you are not short-listed for interview, you will be notified in writing.

Interviews are planned to occur in the week **commencing 14 August 2019** with offers expected to be made **within two** weeks of interview.

# Position description

---

|                          |   |
|--------------------------|---|
| <b>Position number:</b>  | 23873   |
| <b>Position title:</b>   | Administrative Assistant  |
| <b>APS Level:</b>        | APS 3   |
| <b>Position offered:</b> | Ongoing, full-time (commitment to flexible working arrangements). |

## About the Agency

The Workplace Gender Equality Agency (WGEA/Agency) is the Australian Government's key agency charged with promoting and improving gender equality for both women and men in Australian workplaces, including through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. The Agency is established by the Workplace Gender Equality Act 2012 (Act).

The Agency has two distinct functions: a regulator and influencer. In its regulatory role, the Agency administers the Act which requires all private sector employers with 100 or more employees to report against six gender equality indicators, which have been developed to address the most pressing contemporary challenges to gender equality in Australian workplaces.

As an influencer the Agency seeks to educate and influence positive change in Australian workplaces by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating strategically to build strong relationships between the Agency and its stakeholders, using the Agency's data-rich research to position it as the leading source of information and advice on workplace gender equality issues.

Further information about our Agency is available at [www.wgea.gov.au](http://www.wgea.gov.au)

## Purpose of the position

The Administrative Assistant will be responsible for providing highly effective general administrative support across the Agency.

The Administrative Assistant delivers corporate support functions as part of the Operations Team. The corporate support area facilitates seamless Agency operations by providing responsive and professional front line inquiry management, executive and secretariat support, Ministerial/Parliamentary liaison and coordination, together with facilities and function/event management.

## Expected outcomes and performance goals

This position is part of the Operations Team and reports to the Operations Executive Manager and has no direct reports.

Typical duties to be performed include, but are not limited to:

- Provide administrative support to all teams across the Agency including but not limited to Agency project administration, routine secretariat duties, administrative support across reporting submission, reporting education, data quality and process improvement.
- Support Agency events, workshops, information sessions and meetings, including co-ordinating registrations, providing administrative assistance, managing catering and room setup.
- Provide professional front desk services including answering the phone, greeting visitors and facilitating the Agency's visitor management system.
- Provide administrative support including liaising with personnel, assisting with the co-ordination of training, ergonomics, recruitment, induction and exit processes, employee contract matters, employee assistance regarding HR matters and assisting with HR projects.
- Provide support with some general accounting duties as directed by the Finance Manager
- Co-ordinate, record and monitor correspondence flow including mail, email and couriers.
- Action changes and updates to the Agency Customer Relationship Management system.

- Provide support with data entry and analysis, including working with Excel and databases.
- Maintain office equipment, kitchen and stationery supplies and minor purchases where required.
- Undertake liaison with building management and ensure the general upkeep of kitchen and office maintenance.
- Assist with international liaison including international events and engagement
- Co-ordinate travel bookings for Agency members and external guests.
- Administer the temporary issue of Agency resources including laptops, cameras, keys and building access passes.
- Other duties as required.

## **Expected capabilities**

You will bring the following skills and attributes to the team:

- Proven experience in providing high quality administrative services through excellent internal and external customer service skills. This includes clarifying expectations and deadlines; keeping clients informed on progress; providing prompt and professional outcomes for clients.
- Well-developed written and verbal communication skills which include the demonstrated ability to confidently present messages in a clear, concise manner and to tailor communication style to suit the audience.
- Demonstrated ability to work independently and flexibly, with limited supervision, in a busy office environment. This includes taking a proactive approach and personal responsibility for accurate and timely completion of work.
- Ability to work collaboratively as part of a small team and build and sustain positive relationships with team members and clients. This includes the ability to engage effectively with diverse personal styles.
- Computer literacy including an intermediate level of experience using MS Office software (Word, Excel, PowerPoint, Outlook) and databases.

## **What we are looking for**

- people who are committed to supporting and delivering change in Australian workplaces.
- people who engage with the future direction of the Agency
- flexible and adaptable people to meet immediate needs and future challenges.
- team oriented people who have energy and are determined to succeed.
- people who can make reasonable decisions and exercise judgment.
- people who are open and accountable and of high integrity.

## **What we offer**

We value our staff and encourage our employees to be adaptable and collaborative.

- our organisation offers a culture that is committed to achieving results and values innovation
- we are a small organisation that offers opportunities to work on agency wide projects
- we offer flexible working arrangements and excellent working conditions
- we offer attractive salary ranges and superannuation as well as a range of other benefits.