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www.wgea.gov.au

Application package

Position number:	TBC
Position title:	Contract/Procurement Specialist – ICT Services
APS Level:	APS 6
Position offered:	Non-ongoing role for 3 months (possible extension), full time. Commitment to flexible working arrangements including working remotely.
Salary range:	Package including 15.4% Superannuation of up to \$106,000
Eligibility:	Australian citizenship Security Clearance: This position requires a Baseline security clearance. The successful applicant must be willing and eligible to undergo and maintain an Australian Government security clearance at this level.
Closing date:	Midnight, 26 June 2019
Contact Officer:	Mike Dudarenok, Executive Product/Project Manager
Contact number:	(02) 9432 7000

This application package includes:

- Information on how to prepare your application and the selection process.
- A position description.

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

About the project

WGEA is embarking on a major transformation of our workplace gender reporting system. This will have a substantial impact on the work of the Agency and provides a unique opportunity for WGEA to significantly improve its systems and reconsider its processes.

WGEA is commencing work on designing and building a replacement fit-for-purpose reporting and data management system for reporting organisations. The system will allow the Agency to track and provide key insights on the data collected. The reporting framework of WGEA aims to encourage organisations to implement measures that improve gender equality outcomes while also minimise the regulatory burden on business.

The Agency is seeking to develop a new reporting and data management system that leverages cloud-based infrastructure and commercial-off the-shelf products. As reporting requirements evolve, our system needs to be flexible to adapt and scale to meet demand.

Funding has been secured for the project and detailed discovery work undertaken. Our new system is due to be delivered and operational by the start of 2021.

Role Description

We have an exciting opportunity for a self-driven and experienced **Contract/Procurement Specialist – ICT Services** to be a part of this exciting major transformation project. You will be responsible for the effective management of complex software ICT procurement processes from initiation through to contract execution and the effective influencing of stakeholders.

This includes the management of market scan and vendor information sessions should they be required as part of the procurement process.

You must demonstrate excellent stakeholder management skills working with internal and external stakeholders and IT service providers.

You will be responsible for facilitating Agency procurement arrangements with IT service providers, engaging with other agencies and managing vendor relationships. You will be part of cross-functional agile team responsible for delivery of new platform for the agency covering collection, management, analysis and presentation of gender diversity data.

While the Executive Project Manager/Product Owner has the ultimate accountability for the program delivery, you will be accountable for procurement phase of the program including timely vendor selection and contract execution.

Position accountabilities

As the **Contract/Procurement Specialist – ICT Services**, you will be required to bring the following skills and attributes to the team:

- Manage end to end procurement activities including the tender development; bid evaluation and validation; contract negotiation, award and implementation
- Draft and review procurement documentation, including management and development of the procurements pack in support of request for information, request for quote, request for tender etc.
- Develop and manage relationships with agencies and IT service providers to support the end-to-end agency procurement process, including requests for quote, contract management and/or financial management activities.
- Procure services for information technology services in accordance with Commonwealth procurement policies, procedures and rules (PGPA and CPRs).
- Manage priorities and workflows and schedule procurement activities to meet deadlines.
- Site liaison and stakeholder engagement, including with customers and suppliers, to ensure ICT procurement and delivery requirements are met.
- Provide strategic advice to support Agency requirements, executive decision making and enhance WGEA efficiencies.
- Proactively address challenges, manage risks and provide resolution strategies.
- Prepare written documentation including emails, briefs, minutes and/or reports.

Position requirements

- Demonstrated experience in Commonwealth procurement policies, procedures and rules (PGPA & CPR's).
- Familiarity with ICT terms and language.
- Demonstrated experience creating, leading and executing end-to-end procurement (experience with ICT/Digital tender processes will be an advantage)
- Demonstrated ability to develop productive relationships and effectively communicate with a wide variety of stakeholders, including the capacity to represent WGEA as part of open tender process
- Ability to prioritise work under pressure and display initiative to meet tight timeframes to a high quality standard.
- Ability to quickly comprehend and acquire a detailed working knowledge of government procurement arrangements and the procurement framework.
- Demonstrated ability to undertake detailed research and analysis and provide well developed advice.
- Understanding and/or experience working within an agile project management environment and working across organisational boundaries and physical locations to deliver services and project outcomes would be an advantage.
- Demonstrated experience structuring and executing vendor information sessions and market scans in government procurement context is desirable.
- Qualifications in procurement and/or IT-related qualifications are highly desirable.

WGEA

What we are looking for

- People who support and engage with the future direction of the WGEA.
- Flexible and adaptable people to meet immediate needs and future challenges.
- People who are committed to supporting and delivering change in Australian workplaces.
- Leaders committed to creating a positive workplace culture.
- 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 are a small, values driven organisation. Our staff are key to our success. We offer:

- A culture that is committed to achieving results and values innovation.
- Opportunities to work on agency wide projects and collaborations.
- Flexible working arrangements and excellent working conditions.
- Attractive salary packages including generous superannuation and a range of other benefits.

How to prepare your application

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.

Lodging your application

Your application should be emailed to 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.
- 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 1 July 2019** with offers expected to be made **within one** week of interview.