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

# Application package

Please read the following information about making an application.

<b>Position title:</b>	Senior Data Analyst
<b>APS Level:</b>	APS 6
<b>Position offered:</b>	Ongoing role, full time (or Job Share potential opportunity, as we are committed to supporting flexible working arrangements)
<b>Salary range:</b>	Salary from \$82,166 to \$93,862 plus 15.4% Superannuation
<b>Closing date:</b>	Midnight, Tuesday 3 March 2020
<b>Contact Officer:</b>	Janin Bredehoeft, Research and Analytics Executive Manager
<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

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## Eligibility to apply

Applicants must be Australian citizens.

## 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 the first page of this application package.

## 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:

- **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 9 March 2020** with offers expected to be made **within two** weeks of interview.

# Position description

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<b>Position number:</b>	23842
<b>Position title:</b>	Senior Data Analyst
<b>APS Level:</b>	APS 6
<b>Position:</b>	Ongoing role, full time (or Job Share potential opportunity, as we are committed to supporting flexible working arrangements)

## Purpose of the position

The Workplace Gender Equality Agency (WGEA/Agency) is a statutory body committed to promoting and improving gender equality in Australian workplaces. Organisations in the private sector with 100 or more employees report to the Agency annually, providing powerful, unique data that creates an unprecedented picture of workplace gender equality. Going forward the Agency is focussing on further optimising the use of this data to drive change and is working towards the development of a significantly upgraded data and reporting management system.

The Senior Data Analyst is a key member of the Research & Analytics team, assisting with the management of the Agency's world-leading data set and the provision of world leading data and statistical services within the Agency. The key focus of this role is on data analysis and the development of creative data visualisations as well as the management of data quality processes across the life cycle of the Agency's data collection activities.

Key capabilities for success in this role include a proactive approach to problem solving and delivery of work, and experience in data processing activities working with large and complex datasets. Also important is an ability to critically assess results of data analysis and draw meaningful insights using data visualisations.

## Expected outcomes and performance goals

This position reports to the Research & Analytics Executive Manager and has no direct reports. The role also works collaboratively with the Data Insights Manager and the Data Analysis Officer across the data collection life cycle.

Under general direction this role is responsible for:

- Ensuring that the Agency's datasets are fit-for-purpose for internal reporting and analysis as well as external dissemination, including the development of data quality statements and the maintenance of an up-to-date metadata repository.
- The development of data validation and assurance processes, including automated system checks and processes for assessing potential data errors.
- Data management activities, including data extraction skills in SQL, experience with Python or SAS as they relate to the CRM, data warehouse and analytic tools across the data life cycle (Salesforce, MuleSoft, Microsoft Azure, Tableau).
- Development of benchmarks and dashboards meaningful for end user.
- Supporting the development of an agency wide data literacy strategy
- Developing and maintaining a strong relationship with external IT service providers and being a point-of-contact for data quality issues.
- Acting as a point of contact for stakeholders and research partners where necessary and independently responding to requests for information and data from internal and external stakeholders.
- Providing training and support to relevant staff during peak reporting periods.
- Other duties as required.

## Position capabilities

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

- High level of technical proficiency in managing complex datasets or databases using an integrated suite of tools for business intelligence and statistical analysis (SPSS, R, etc.)
- Minimum two years experience using advanced visualization tools such as Tableau, Microsoft PowerBI
- Advanced computer skills with proficiency in Excel (including experience with pivot tables, macros, lookups), Word, PowerPoint and Microsoft Access, SQL Server (database management)
- Experience working with large and complex data sets including querying, cleaning, joining, and working with large disparate databases to develop a single source of truth
- Strong data management and problem solving skills with the capacity to generate innovative solutions to complex technical issues.
- The ability to interpret and clearly communicate technically complex concepts for non-technical audiences (using plain language).
- Effective interpersonal and communication skills (both written and oral) and a demonstrated ability to develop and maintain relationships with both internal and external stakeholders.
- Demonstrated organisational and time management skills, including ability to deliver time-critical work under broad direction, while working flexibly and co-operatively in a team.
- Ability to develop an understanding of current trends, issues and policies relating to gender equality.
- Ability to demonstrate a principled approach to the APS Values and Code of Conduct, acting professionally at all times.
- Baseline security clearance or the ability to acquire one.
- Tertiary qualifications or equivalent in a relevant field (e.g. economics, statistics, data management)

## What we are looking for

- people who are committed to supporting and delivering change in Australian workplaces.
- people who are creative and 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.