



Application package

Position title:	Research Manager
APS Level and salary package:	EL1 - Salary package from \$127,215 – \$137,276 (including 15.4% superannuation)
Position offered:	Ongoing full-time
Location:	Sydney, CBD
Closing date:	Monday, 14 November 2022
Contact Officer:	Janin Bredehoeft, Education & Research Executive Manager
Contact number:	(02) 9432 7000

About the Agency

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

Our Agency has two distinct functions: a regulator and driver of change. In our regulatory role we administer the Act which requires all non-public 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. The Agency is also in the process of expanding to collect gender equality data from the federal and state and territory public sectors.

As a driver of change our Agency seeks to motivate, educate and support improved gender equality in Australian workplaces by promoting evidence-informed public discussion and understanding of gender equality, collaborating strategically to build strong relationships and tailored interventions between the Agency and its stakeholders, and 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 opportunity

Our Agency is entering an exciting new chapter as we seek to deepen our impact, expand our reach and accelerate the rate of change. This role leverages the Agency's world leading data set and is critical to developing and driving gender equality in Australian workplaces through rigorous, evidence-informed research reports and education materials and their effective communication to support change.



Position description

Position title:	Research Manager
Location:	Sydney CBD
APS Level:	EL1
Team:	Education & Research
Position:	Ongoing full-time

Purpose of the position

WGEA has been instrumental in the improvements in gender equality in workplaces over the past 10 years. The Education and Research team is responsible for developing and driving the Agency's reach and impact with stakeholders through producing purposeful, evidence informed reports, tools and education that leverage research and contemporary analysis of our world class data.

The Education and Research team's purpose is to develop and deliver education programs, resources and tools to inform and equip employers to improve gender equality; translating best practice and theory into practical applications that will make a difference. The team will also identify and establish evidence-based, data-led research opportunities to enhance our areas of focus and promote effective innovation and practice in relation to gender equality for medium and large employers.

The Research Manager role is responsible for leading the Agency's research strategy, undertaking policy analysis, providing insight reports and undertaking qualitative research to better equip employers to improve gender equality. This will require liaising with key internal and external stakeholders to provide high quality, specialist, integrated knowledge and learning, communicated effectively to support of the Agency's strategic goals. The Manager will also specifically lead a project to enable the collection of diversity data by employers for reporting to WGEA, with accompanying education materials and analysis of and insights drawn from the results.

In addition to having excellent subject matter expertise and strong research and communication capabilities, this role will require a capability to develop insights and understand the drivers of behavioural and culture change in organisations.

Expected outcomes and accountabilities

This position reports to the Education and Research Executive Manager and is responsible for:

- Leading, developing and managing the Agency's research strategy in line with business objectives
- Undertaking complex policy analysis and research, preparing submissions and conducting public consultations
- Providing strategic advice and support on the implementation of the recommendations of the Review of the Workplace Gender Equality (WGE) Act, including legislative amendments in the 4th Parliament
- Manage and deliver diversity research projects; including researching and then implementing Recommendation 6 of the Review of WGE Act, to collect diversity data in addition to gender data, including Aboriginal and Torres Strait Islander background, cultural, linguistic diversity and disability
- Provide expertise across a broad range of topics by delivering clear, considered and insightful research reports suitable for a range of stakeholders (including submissions to Government and Parliamentary inquiries), informing future research directions and Agency initiatives and educational resources.
- Monitoring and assessing relevant new and existing research to ensure that the Agency's research material reflects emerging trends and is based on current and valid evidence.
- Build, maintain and manage relationships with external stakeholders including Government officials, academics, educators and business representatives.
- The evolution of the content of WGEA employer annual reporting including evaluating existing reporting matters, voluntary reporting and implementation of new gender equality indicators
- Identifying opportunities for continuous improvement in both research processes and data collection.



Expected capabilities

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

- Excellent ability to analyse data and information, identify risks, opportunities and issues in gender equality with ability to respond accordingly to achieve WGEA goals
- Sound judgement and demonstrated project management skills, the ability to deliver time-critical work under broad direction, with a superior attention to detail, while working flexibly and cooperatively in a team, using a proactive approach to problem solving and delivering work.
- Demonstrated research analysis skills with the ability to provide strategic advice skills, particularly in relation to gender equality data and research
- Demonstrated experience in developing surveys and questionnaires
- Demonstrated stakeholder management skills, build and maintain networks and collaborative partnerships, negotiate, liaise and engage with a range of internal and external stakeholders.
- Excellence in written and oral communication skills with ability to effectively impart knowledge to support recipients to take action as a result
- Understanding of the current environment and issues affecting gender equality, diversity and inclusion across different industries and sectors as well as extensive knowledge of issues relating to workplace gender equality and related principles, concepts and practices.
- A principled approach and adherence to the APS Values and Code of Conduct.
- Baseline security clearance or the ability to obtain clearance.
- Tertiary qualifications relevant to the role, preferably at a postgraduate level or an equivalent level of knowledge gained through any combination of education, training and/or work experience.

The Agency

What we are looking for:

- people who are committed to Gender Equality 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
- leaders committed to creating a positive workplace culture
- team oriented people with energy and a determination to succeed
- people who can make sound decisions and exercise sensible 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 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
- roles that have a direct connection to strategic outcomes
- flexible working arrangements, including hybrid working, and excellent working conditions
- modern offices in Sydney CBD
- attractive salary packages including generous superannuation and a range of other benefits.

How to prepare your application

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 page one of this application package.

Lodging your application

Your application should be emailed to recruitment@wgea.gov.au.

Applications close Monday 14 November 2022

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 (CV/Resume).
- A **cover letter/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(or video) 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 **late November** with offers expected to be made **within two** weeks of interview.