



Application package

Position title:	Senior Adviser - Communities of Practice
APS Level and salary range:	APS6 – Package from (\$98,360 – \$112,362 including 15.4% superannuation)
Position offered:	Ongoing, full time or part-time (we are committed to supporting flexible working arrangements)
Location:	Level 7, 309 Kent St, Sydney CBD
Closing date:	10 am Monday 10 October – we will review applications as they arrive.
Contact Officer:	Anne Beath, Operations 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 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. The Agency is also in the process of expanding to collect data from the federal and state and territory public sectors.

As a driver of change our Agency seeks to motivate, educate, and influence improved gender equality in Australian workplaces by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating strategically to build strong relationships and support between the Agency and employers, 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 hands-on role is a critical part of our newly created Capacity Building team. The Capacity Building team is responsible for working collaboratively with employers to analyse the state of gender equality in organisations and providing practical and relevant strategies to bridge the gap. The team will develop, manage and grow the Communities of Practice (COP) platform to mobilise action, generate communities and deliver learning opportunities to employers across Australia.



Position description

Position number:	51268
Position title:	Senior Adviser - Communities of Practice
APS Level:	APS6
Team:	Capacity Building
Status:	Ongoing, full-time or part-time (we are committed to flexible working arrangements)

Purpose of the position

The Capacity Building team's purpose is to deliver support to employers to accelerate action on gender equality. This primarily focusses on working with employers to analyse the state of gender equality at an organisational level and support the development and implementation of strategies that make a positive difference across gender equality indicators. This includes encouraging employers to implement leading practices and be recognised as an Employer for Choice for Gender Equality. The team will develop, manage, utilise and grow the Communities of Practice (COP) platform. This includes mobilising effective support and learning communities, assisting employers to shape evidence informed actions and strategies and giving direct advice and expert guidance to employers in ways that have impact.

The Senior Adviser - Communities of Practice is responsible for the development, roll-out and growth of the online Communities of Practice (COP) platform. A selection and procurement process for the new platform is currently underway. The role will provide expert capability in the development of strategies, principles, and priorities for community mobilisation to enhance employers and industry's ability to share knowledge, best practices, learnings and create new knowledge to advance gender equality.

Expected outcomes and accountabilities

The Senior Adviser – Communities of Practice reports to the Capacity Building Executive Manager and is accountable for:

- developing and implementing a COP engagement and knowledge-sharing strategy informed by employer learning and support needs assessments.
- identifying what gender equality gaps will be addressed by the COP and articulating a strategic value proposition.
- designing, modifying and maintaining the COP Platform to maximise useability with technical support from the platform provider
- facilitating and enabling Communities to be established, regularly engaging the Community moderators and supporting logistics for their community activities and events both online and in person.
- moderating chat and other public areas of the platform
- distributing learnings from successful Communities and where appropriate, reactivating passive Communities
- being the coordinator and liaison for COP platform vendor, including assisting them in COP development.
- supporting effective knowledge sharing, supporting the development of new knowledge products and leveraging on the Knowledge Hub and partner knowledge products.
- ensuring quality and maintaining the standard of Agency events and related knowledge products.
- evaluating impact and identifying opportunities for continuous improvement.
- contributing to other Agency projects as required

Expected capabilities

- demonstrated experience in facilitation, networking, growing online or in-person communities with a focus on sustainability across a wide range of employers and industry groups
- an understanding of gender equality issues in the workplace with the ability to quickly learn about a subject matter in detail.
- demonstrated experience managing relationships with a wide range of employers and industries and delivering CoP initiatives.
- experience in orchestrating activities that use the strength of individual relationships to enrich events and use of events to strengthen individual relationships
- well-developed written and verbal communication skills including demonstrated ability to confidently present messages in a clear, concise manner and to tailor communication style to suit the audience. This includes public presentation and facilitation skills.
- demonstrated ability to build and sustain positive relationships with team members and stakeholders and responsive to needs and changes in stakeholder expectations.
- ability to work as part of the team and to utilise the skills and resources of other WGEA teams (particularly Leading Practice and Research & Education).
- generating new ideas, overcoming barriers to achieve results and developing a deep understanding of current trends, issues and policies relating to capacity building in gender equality in the workplace.
- working independently and flexibly, with limited supervision, this includes taking a proactive approach and personal responsibility for achieving quality outcomes.
- applying excellent organisational and time management skills, including the ability to deliver time-critical work under broad direction.
- display a high level of computer literacy, particularly the Microsoft suite of programs and CoP platforms.
- relevant tertiary qualification and experience or an equivalent level of knowledge gained through any combination of education, training and work experience.
- a principled approach and adherence to the APS Values and Code of Conduct.
- hold or obtain Baseline Security Clearance (this includes being an Australian Citizen).

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, think critically and exercise sound 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 work 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 able to obtain Baseline Security Clearance (this requires being an **Australian citizen**).

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 10 am, Monday 10 October

Late applications

Late applications will not be accepted unless exceptional circumstances exist.

Preparing your application

You should include the following information in your application:

- A **summary** of your work experience (CV/Resume), which includes your **personal contact details**.
- 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 may 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-October with offers expected to be made **within two** weeks of interview.