



Application package

Position title:	Education Manager
APS Level:	Executive Level 1
Salary package:	Salary package from \$131,031 to \$141,395 (includes base salary of \$113,545 to \$122,526 plus 15.4% superannuation)
Position offered:	Full-time or part-time, ongoing or non-ongoing <i>Flexible working arrangements available including hybrid working</i>
Office location:	Level 7, 309 Kent St, Sydney CBD
Closing date:	Monday 4 th September at 10.00am
Contact Officer/s:	Penelope Cottrill – Education & Research Executive Manager
Contact number:	(02) 9432 7017

This application package includes Information on our Agency, the role, how to prepare your application and the selection process.

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 is critical to the Agency’s mission to accelerate progress on workplace gender equality, leading the Agency’s development of evidence-informed, employer-centric education tools and resources to enable employers to understand and take action on gender equality in their workplaces.

Education and Research team

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 resources 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 is accountable for ensuring that education resources and advice supports legislative and policy reform that will broaden and deepen the Agency’s reach and has responsibility for determining and defining the Agency’s gender equality reporting questionnaire content and other data collection points and providing the education materials to support employer reporting. The team also identifies and establishes evidence-based, data-led research opportunities to enhance our areas of focus and promote effective innovation in relation to gender equality for medium and large employers.

About our Agency

The Workplace Gender Equality Agency (WGEA/Agency) is the Australian Government's key 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).

WGEA is growing, reflecting our ambition to accelerate progress towards workplace gender equality. We are a small unique agency with a big agenda. Read more about the recent WGEA reforms on our [website](#)

At WGEA you will be part of a team of high achievers who are passionate, friendly, and fun. We understand what working flexibly means. We pride ourselves on being a respectful, diverse, and inclusive community. We encourage and welcome applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people.

What our Agency looks for

- people who are committed to supporting and delivering change in Australian workplaces (our purpose).
- flexible and adaptable people to meet immediate needs and future challenges.
- team oriented people who have energy and are determined to succeed.
- people who are open, service orientated, accountable, of high integrity, and can operate based on impartial evidence (our Values).

What we offer

We value each team members contribution and offer:

- a culture that is committed to our purpose and getting results, recognises achievements, and values innovation.
- opportunities for team members to work on agency wide projects and encouraging everyone to be adaptable and collaborative.
- flexible working options that empower you to model a working day and/or environment that brings out the best outcomes from you. Whether that is working from our modern offices in Sydney CBD or from home each team members working day can be different
- attractive salaries and superannuation (15.4%) as well as a range of other benefits.
- a culture and leadership team that believe in diversity and inclusion.

Further information about our Agency is available at www.wgea.gov.au

Position description

Position number:	23814
Position title:	Education Manager
APS Level:	Executive Level 1
Position:	Ongoing or non-ongoing Full time or Part-time (<i>Flexible working arrangements available</i>)

The role

The Education Manager role is responsible for leading the Agency's strategy for and development of evidence-informed, employer-centric education tools and resources to enable employers to understand and take action on gender equality in their workplaces. This requires liaising with key internal and external stakeholders to identify appropriate research and evidence, employer needs and priorities, technical advice and other inputs to develop and deploy education tools and resources to support of the Agency's strategic goals.

In addition to having excellent gender equality subject matter expertise and education strategy and product development skills, this role will require insight into employers' context, including typical end users and operating environment (e.g. business planning cycle, operating practice like employee surveys, etc) and business writing style in order to hone education tools and resources for impact in employer organisations.

Key duties and accountabilities

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

- ✓ Leading, developing, managing and delivering the Agency's education strategy in line with business objectives
- ✓ Developing, maintaining and delivering the education workplan that prioritises and tracks the update, development and retirement of the Agency's suite of education tools and resources.
- ✓ Facilitating employer engagement to understand employer needs and priorities and to test and refine education product prototypes in order to develop employer-centric tools and resources that effectively equip employers to understand and take action on gender equality in their workplaces. Producing clear, considered and insightful material suitable for a wide range of stakeholders on Gender Equality, including releases of WGEA data.
- ✓ Developing strong partnerships with other Agency teams to facilitate the development of well-informed and strategically aligned education tools and resources.
- ✓ Building, maintaining and managing relationships with external stakeholders including educators and employers.
- ✓ Contributing to other Agency projects as required.

Expected capabilities

We are seeking an individual with the following skills and capabilities:

- ✓ Excellent ability to understand and meet the education needs of employers to understand and take action on workplace gender equality.
- ✓ Understand and meet the Agency's obligation to provide clear and current advice, maintaining currency of education resources through legislative reform.

- ✓ 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.
- ✓ Ability to understand, translate and synthesise complex information for a broad audience without losing accuracy.
- ✓ 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.

How to prepare your application

Eligibility information

Employees **must be Australian citizens** to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise in writing.

Successful applicants will be required to undergo the process to obtain and maintain or continue to hold a required baseline security clearance level for this role. Successful applicants will be required to undergo a mandatory National Criminal History check.

Diversity

The Agency values the contributions of people with different backgrounds, experiences and perspectives. 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. Their contact details are on page one of this application package.

Lodging your application

Your application should be emailed to **recruitment@wgea.gov.au**
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 - maximum 5 pages).
- A cover letter/statement outlining how your skills, experience and qualifications will help you to meet the capability requirements of the role (one page).
- Contact details of two recent referees including your current or most recent supervisor (we will seek your permission before we contact your referees)
- Confirmation of your Australian citizenship, along your ability to successfully clear a National Criminal Records Check upon engagement.
- Any further relevant information.

Selection Panel

A selection panel (usually three people) will be formed to consider all applications and develop a shortlist of applicants for further assessment via a video interview that includes a short practical exercise reflective of the kind of work the position will do.

Availability for interview

We make hiring decisions based on your experience and skills, as well as how you can enhance WGEA and our culture. Please note that interviews are conducted virtually. When you apply, please tell us the pronouns you use and any reasonable adjustments you may need during the interview process.

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 **mid-September** with offers expected to be made within two weeks of interview.