



# Application package - Senior Education Adviser

<b>Position title:</b>	<b>Senior Education Adviser</b>
<b>APS Level:</b>	APS6
<b>Salary package:</b>	Salary package from \$105,364 to \$120,362 (includes base salary of \$91,303 to \$104,300 plus 15.4% superannuation)
<b>Position offered:</b>	Ongoing Full-time or part-time ( <i>Flexible working arrangements available</i> )
<b>Office location</b>	Level 7, 309 Kent St, Sydney CBD
<b>Closing date:</b>	23 <sup>rd</sup> September at 10:00am
<b>Contact Officer/s:</b>	Penelope Cottrill – Executive Manager, Education & Research
<b>Contact number:</b>	(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

The Agency is seeking a Senior Education Adviser who can translate research into practical insights and supporting policy implementation. We offer a diverse range of work in a purpose-driven workplace that is gearing up for even greater positive influence.

## 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's ambition is 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](http://www.wgea.gov.au)



# Position description

Position number:	27003
Position title:	Senior Education Adviser
APS Level:	APS6
Position:	Ongoing Full time or part-time ( <i>Flexible working arrangements available</i> )

## The role

The Senior Education Adviser is a member of the Education and Research team at the Workplace Gender Equality Agency. The team translates leading evidence into reports and resources that help employers understand and take action on workplace gender equality in ways that accelerate positive change.

The Senior Education Adviser is responsible for the development and delivery of advice, resources and events about reporting on and advancing gender equality in Australian workplaces. They monitor emerging issues, the latest evidence and the policy environment in order to identify and promote innovative and best practice workplace interventions for the promotion of gender equality. Their work may include developing and delivering factsheets and guides, website content, webinars, a Community of Practice and other educational materials and events. They also provide timely and relevant advice to internal Agency colleagues and external stakeholders—this may include other public service agencies, employers that report to WGEA, academics and peak bodies.

This position reports to the Education Manager and has no direct reports. The position works collaboratively with other WGEA teams, including Capacity Building, Communications and Campaigns and Gender Equality Programs.

## The key duties of the position include:

- ✓ Developing and delivering accurate, current, accessible/readable and useful educational resources and events for employers, including factsheets and guides, website content, webinars, a Community of Practice and others.
- ✓ Providing subject matter expertise and timely and relevant advice to internal Agency colleagues and external stakeholders, under direction of the Education Manager and in consultation and with other WGEA teams.
- ✓ Monitoring emerging issues, new and existing Australian and international evidence and the policy environment in order to identify and promote innovative and best practice workplace interventions for the promotion of gender equality.
- ✓ Identifying themes, insights and effective interventions and practices emerging from WGEA's gender equality dataset and contributing to effectively communicating with employers about them.
- ✓ Delivering educational materials about WGEA's annual gender equality reporting requirements, including developing and uploading content to the online Reporting Guides.
- ✓ Building, maintaining, and managing relationships with external stakeholders, including academics, educators and business representatives.
- ✓ Proactively identifying opportunities to promote the Agency's research and education offerings and working with the Communications and Campaigns team to leverage these.
- ✓ Contributing to other Agency projects as required.



## Capabilities

We are seeking an individual who meets the following **minimum requirements**.

### Commitment and knowledge

- ✓ A strong commitment to and understanding of gender equality and a passion to improve it in Australian workplaces.
- ✓ Knowledge of issues relating to workplace gender equality and related principles, concepts, and practices.

### Skills and experience

- ✓ Product development skills and experience, including user-centric design of education products that achieve the intended outcomes.
- ✓ Project and time management skills and experience, including delivering within designated timeframes, proactive problem solving and the ability to work with minimal supervision.
- ✓ Stakeholder engagement skills and experience, including seeking feedback from a broad range of stakeholders for product development and improvement.
- ✓ High level written communication skills, including the ability to distil complex information into easily digestible communications and materials.
- ✓ Well-developed verbal and interpersonal skills, including the ability to work as part of a team.
- ✓ The ability to identify authoritative, accurate sources of evidence, synthesise them and undertake meaningful analysis.

In addition, the below knowledge, skills and experience are **desirable**/will be viewed favourably, but are not a requirement.

- ✓ Understanding of broader workplace diversity and inclusion issues and the principle of intersectionality.
- ✓ Qualifications or experience in instructional design, education, organisational psychology/development or behavioural science.
- ✓ Experience with learning and development software, content management systems and/or the Adobe creative suite.
- ✓ Data literacy and skills in data analysis/visualisation.



# How to prepare your application

## Agency Eligibility Criteria:

Under section 22(8) of the Public Service Act 1999, 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 the required baseline security clearance level for the role. Baseline security clearances require you to be an Australian Citizen and meet AGSVA criteria.

Successful applicants will also be required to successfully pass a 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.

## RecruitAbility

The Agency is committed to supporting the employment and career development of people with disability. Our participation in APS RecruitAbility means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into RecruitAbility and meet the minimum requirements for the vacancy.

How do you opt into RecruitAbility?

Simply note in your cover letter that you wish to:

1. Opt into RecruitAbility, as you have a disability (definition as defined by [Australian Bureau of Statistics](#))
2. Clearly show how you meet the requirements of the vacancy with our Agency.

## 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](mailto:recruitment@wgea.gov.au).

Late applications will not be accepted unless exceptional circumstances exist.

## Preparing your application

Use the attached checklist to ensure you include all relevant information and documentation.

## Recruitment Process

The selection may be undertaken based on applications and referee reports where a clear result can be determined from this documentation / process. A selection panel (usually two to three people) will be formed to consider all applications and develop a shortlist for any further assessment. If it is



determined that further assessment including an interview is necessary, the panel will conduct a video interview which may also include a short practical exercise.

### 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 late September offers expected to be made within two weeks of interview.

## Application Checklist

Prior to sending your application email to [recruitment@wgea.gov.au](mailto:recruitment@wgea.gov.au), use the below to ensure you have included all relevant details.

Have you included in your application cover letter and/or CV/Resume:

- Your full name, contact phone number, and personal email address.
- Title of the Vacancy you are applying for
- Relevant diversity information
- If you wish to opt into RecruitAbility (information detailed in how to prepare your application)
- If you meet the Agency eligibility criteria, confirmation of your Australian citizenship, along your ability to successfully clear a National Criminal Records Check upon engagement
- Contact details of two recent referees including your current or most recent supervisor (we will seek your permission before we contact your referees)
- Any further relevant information.

Have you attached to your email:

- A cover letter/statement outlining how your skills, experience and qualifications will help you to meet the capability requirements of the role. (one page).
- Your CV/Resume which provides a summary of your work experience