



# Application package – Education and Research Officer

<b>Position title:</b>	<b>Education and Research Officer</b>
<b>APS Level:</b>	APS4
<b>Salary package:</b>	Salary package from \$83,912 to \$91,075 (includes base salary of \$72,714 to \$78,921 plus 15.4% superannuation)
<b>Position offered:</b>	Full-time, ongoing <i>Flexible working arrangements available including hybrid working</i>
<b>Office location</b>	Level 7, 309 Kent St, Sydney CBD
<b>Closing date:</b>	24 January at 10am AEST
<b>Contact Officer/s:</b>	Penelope Cottrill, Education and Research Executive Manager
<b>Contact number:</b>	(02) 9432 7017

## About the opportunity

The Education and Research Officer is a member of the Education and Research team and plays an important role in supporting the Agency to promote and improve gender equality in Australian workplaces and with the delivery of the Agency's current reform activities.

## 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 collection, analysis, measurement, and publication of workplace gender data.

We are a small unique agency with a big agenda.

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)

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# Position description

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<b>Salary package:</b>	Salary package from \$83,912 to \$91,075 (includes base salary of \$72,714 to \$78,921 plus 15.4% superannuation)
<b>Position Number:</b>	<b>25253</b>
<b>Team:</b>	Education and Research

## The duties and responsibilities

Reporting to the Research Manager, the Education and Research Officer will provide support in the project delivery of the WGEA's Research and Education team.

The position is responsible for:

- ✓ contributing to the development and delivery of education products such as employer guidance, webinars
- ✓ providing support through supervised data gathering and collection activities
- ✓ monitoring and triaging external stakeholder queries, drafting correspondence, solving moderately complex cases, and escalating others to relevant team members.
- ✓ maintaining relationships with external stakeholders, particularly public sector organisations, educators, and business representatives.
- ✓ working with cross-Agency project teams to deliver the education program (internal and external)
- ✓ supporting team corporate processes, such as recruitment, planning.
- ✓ reform delivery activities as required, such as gathering work to date on a topic.

Key to success in this role will be the ability to develop a sound knowledge and understanding of the functions of the Agency and relevant legislation, ability to quickly grasp and apply technical concepts in gender equality, strong organisational, communication and stakeholder management skills, along with the ability to manage multiple priorities often within tight timeframes.

## Capabilities

- ✓ strong written and verbal communication skills.
- ✓ ability to confidently present messages in a clear, concise manner, focusing on key points and using appropriate, unambiguous language.
- ✓ demonstrated capacity to build and sustain positive relationships with team members, stakeholders, and clients.
- ✓ responsiveness to stakeholder expectations and changing needs.
- ✓ demonstrated strong analytical and problem-solving skills.
- ✓ ability to work independently and flexibly, analysing and using some judgement to select an appropriate course of action to meet agreed deadlines whilst maintaining a strong attention to detail.
- ✓ demonstrated ability to use MS Office software (MS Teams, Word, PowerPoint, Excel and Outlook).
- ✓ knowledge of Salesforce, and project management programs (such as Monday.com), or willingness to learn.
- ✓ a principled approach and adherence to the APS Values and Code of Conduct.

# How to prepare your application

## Vacancy 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 security clearance level for the role. All staff are required to have a minimum baseline security clearance.

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**.

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.

## 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, skills and passion, 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 January** with offers expected to be made within two weeks of interview.