



Application package

Position title:	HR Policy Project Lead (5 to 6-month opportunity)
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 / non-ongoing / temporary transfer <i>Flexible working arrangements available</i>
Location	WGEA office is in Sydney but may be filled remotely
Closing date:	Monday 22nd January 2024 at 10.00am
Contact Officer/s:	Anne Beath – Operations Executive Manager
Contact number:	(02) 9432 7004

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

About the opportunity

The Workplace Gender Equality Agency (WGEA) is in the process of finalising the negotiation of a new enterprise agreement. To support this work and deliver the review and update of all supporting HR policies we are looking for an experienced HR professional to join our team for a 5 to 6-month period. You will apply and extend your existing knowledge of employee relations and HR policy and practices, helping to shape and embed the new agreement and deliver a suite of clear, accessible resources.

The team

The HR Policy Project Lead is part of WGEA's high performing Operations team. Reporting to the Chief Operating Officer the Operations team provides the full suite of corporate enabling functions including planning and governance, human resources, finance, property services and procurement.

About our Agency

The Workplace Gender Equality Agency (WGEA/Agency) is an APS 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.

WGEA is growing, reflecting our ambition to accelerate progress towards workplace gender equality. 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 enjoy meaningful work
- 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 committed to the APS Values.

What we offer

We value each team member's contribution and offer:

- a culture that is committed to our purpose and getting results, recognises achievements, and values innovation.
- flexible working options that empower you to model a working day and/or environment that brings out the best outcomes from you.
- 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:	23812
Position title:	HR Policy Project Lead
APS Level:	EL1
Position offered:	Full-time or part-time opportunity for up to 6 months (transfer at level or higher duties available) <i>Flexible working arrangements available</i>
Location:	Sydney (open to remote workers)

The role

As the HR Policy Project Lead you will be responsible for translating the provisions of the Agency's new enterprise agreement into Agency policies and procedures. This role will also assist the Executive Manager and Chief Operating Officer to communicate changes in terms and conditions to staff as a result of the new enterprise agreement and undertake consultation processes for the revision and improvement of HR policies and guides in WGEA.

We are looking for someone who has experience in an APS human resource/HR generalist role, either at level, or someone who is looking for an acting opportunity in a change management project.

Key duties and responsibilities

Reporting to the Operations Executive Manager and working closely with the Chief Operating Officer this role will be responsible for:

- ✓ supporting the management team with high level advice and support on change requirements for best practice policy and procedures and interpreting legislative requirements.
- ✓ researching and preparing revised policy and supporting procedural guides for executive and employee consultation.
- ✓ establishing effective working relationships with stakeholders
- ✓ driving awareness and education on employee conditions and Agency processes.

To be successful in this role, you will need:

- ✓ Experience in human resources policy or employee relations ideally within an APS environment (tertiary qualifications highly regarded)
- ✓ Ability to interpret and apply industrial agreements.
- ✓ Highly developed written and verbal communication skills, able to write clear content that is succinct and structured which meets the needs and understanding of the intended audience, avoids the unnecessary use of jargon or complicated language.
- ✓ A confident communicator with excellent stakeholder management skills.

How to Apply

Eligibility to apply

To be eligible for this position applicants **are required to be an Australian citizen** and undertake a National Criminal Records Check upon engagement to determine suitability for employment.

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.

Lodging your application

If this role is of interest to you and you wish to apply, please prepare a short statement (maximum 1 page) outlining your skills and experience, and send this along with your CV to recruitment@wgea.gov.au

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.

Availability for interview

We make hiring decisions based on your experience, skills and passion. 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 Jan/early February**, with offers expected to be made **within two** weeks of interview.