



Application package

Position title:	Education and Insights Manager
APS Level:	Executive Level 1
Salary package:	\$136,272 to \$147,051 (base salary from \$118,087 to \$127,427 plus 15.4% superannuation)
Position offered:	Full-time, ongoing <i>Flexible working arrangements available including hybrid working</i>
Office location:	Level 7, 309 Kent St, Sydney CBD
Closing date:	Monday, 22 nd July 2024 at 9:00am
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 purpose 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.

The 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 inform and equip employers to improve gender equality; translating best practice and theory into practical applications that will make a difference through our data insights such as gender equality Scorecards, education programs, resources, and tools. 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's ambition is 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 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:	51259
Position title:	Education and Insights Manager
APS Level:	Executive Level 1
Position:	Ongoing Full time or Part-time (<i>Flexible working arrangements available</i>)

The role

The Education and Insights Manager role reports to the Education and Research Executive Manager and is responsible for leading the Agency's strategy for and development of evidence-informed, employer-centric reports and resources, research and education tools to enable employers to understand and take action on gender equality in their workplaces. This requires understanding and using the Agency's dataset to develop reports for employers that help them understand the drivers of gender equality in their workplace and help them take action. Liaising with key internal and external stakeholders is essential to identify appropriate research and evidence, employer needs and priorities, technical advice and other inputs to develop and deploy resources to support of the Agency's strategic goals.

In addition to having excellent gender equality subject matter expertise and research and project management skills, this role will require insight into employers' context and a capability to develop insights and resources that drive meaningful change in organisations.

The key duties of the position include:

- ✓ Leading the production and communication of clear, considered and insightful analytical reports and education materials (regular and ad hoc) using the Agency's longitudinal data set, for example, the annual private and public sector scorecard releases.
- ✓ Providing expertise to maintain, update and deliver on reporting data collection tools, including the questionnaire for reporting programs, plus content and definitions related to the WPP and WMS (eg. Gender, manager categories, definition of Remuneration etc)
- ✓ Extracting, analysing and communicating insights based on research to define requirements of reports for employers, including Executive Summary and Industry Benchmark Report.
- ✓ Leading sexual harassment data reporting (Respect@Work initiative), including maintaining relationships with other government stakeholders and employers.
- ✓ Providing leadership to the Agency-wide evaluation to assess effectiveness and impact of Agency reform work.
- ✓ Contributing to other Agency projects as required.

Capabilities

We are seeking an individual with the following minimum requirements and experience:

- ✓ 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.
- ✓ Demonstrated research analysis skills with the ability to provide strategic advice skills, particularly in relation to gender equality data and research.
- ✓ Demonstrated experience in developing surveys and questionnaires.
- ✓ 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.
- ✓ People management skills and experience.
- ✓ Excellence in written and oral communication skills with ability to effectively impart knowledge to support recipients to take action as a result.
- ✓ 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

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.

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 held 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.

Application Checklist

Prior to sending your application email to 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/position you are applying for
- Relevant diversity information (preferred pronouns, reasonable adjustments required for interview)
- 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 meet the minimum requirements and experience of the role. (one page only).
- Your CV/Resume which provides a summary of your work experience.