



Application package

Position title:	Reporting Programs Co-ordinator
APS Level:	APS6
Salary package:	Salary package from \$105,364 to \$133,554 (includes base salary of \$91,303 to \$104,300 plus 15.4% superannuation)
Position offered:	Full-time / Ongoing - <i>Flexible working arrangements available including hybrid working</i>
Location	Level 7, 309 Kent St, Sydney CBD
Closing date:	Thursday 31 st October at 10.00am
Contact Officer/s:	Tori Gooding – Gender Equality Programs Executive Manager
Contact number:	0406 645 680

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 Act (WGEA) is seeking a Reporting Programs Co-ordinator to assist the Reporting Programs Manager in leading the annual Gender Equality Reporting Program and the Public Sector Reporting Program. This role is an integral part of the WGEA reporting team and is responsible for co-ordinating resources to ensure the team understand and meet reporting KPI's and provide a timely and quality service to employers required to report to WGEA. This role also involves ongoing training and development for more junior staff to continue to build skills and capabilities.

The team - Gender Equality Programs

The Gender Equality Programs Team is responsible for delivery of WGEA's reporting programs that require relevant employers to lodge information annually about gender equality indicators set out in the *Workplace Gender Equality Act 2012*. The team:

- provides guidance and support to employers to minimise the regulatory burden and ensure quality submissions
- monitors, reports on and encourages compliance.

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 dedicated to personal development, fostering growth in others and demonstrating leadership
- 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:	52831
Position title:	Reporting Programs Co-ordinator
APS Level:	APS6
Position:	Ongoing, Full time (<i>Flexible working arrangements including hybrid available</i>)

The role

This position reports to the Reporting Programs Manager. The role is accountable for supervising a small team of APS4 Program Advisers. Working closely with the EL1 Reporting Programs Manager this role co-ordinates effective delivery of WGEA's Gender Equality and Public Sector reporting programs. The role works closely with the WGEA Technology and Data teams to escalate and understand technical issues affecting the programs with a commitment to timely resolution.

The key duties of the position include:

Working closely with other key team members and business stakeholders, this role is responsible for outcomes relevant to the reporting programs, which includes:

- Management and supervision of the APS4 Program Advisers
- Co-ordination of the Gender Equality and Public Sector reporting programs including:
 - project planning
 - program preparation activities
 - scheduling support staff for the programs, enhancements and technical system testing
 - communicating with the technical team to ensure reporting portal readiness
 - program closure activities
 - participating in the annual program reviews, and
 - identifying and escalating future reporting program and system enhancements
- Providing expert knowledge, detailed advice and guidance to internal staff about the interpretation of the Workplace Gender Equality Act
- Providing expert advice to Agency customers (internal and external) on reporting obligations, program requirements and other cross-team projects
- Co-ordinating the monitoring, and evaluation of case counts and queues to enable completion and submission of employer's gender equality reports via the WGEA reporting portal (or manually where necessary)
- Undertaking high complexity case management and resolution as an escalation point
- Tracking reporting program status, including developing scheduled and ad hoc executive level reports.

Capabilities

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

- Experience in managing a small team
- Experience in co-ordinating program delivery in Government environments
- Ability to analyse, interpret and report on performance data
- Strong analytical, investigative, and problem-solving skills
- Strong interpersonal skills including the capability to influence senior stakeholders and negotiate productive outcomes.
- Able to build and sustain positive relationships with team members, stakeholders and clients.
- Baseline Security Clearance or the ability to obtain clearance (this includes being an Australian Citizen).

Desirable capabilities

- Experience with Salesforce is desirable.

How to prepare your application

How to apply and what to prepare

- A cover letter/statement outlining how your skills, experience and qualifications meet the minimum requirements and experience of the role. (one page only). and
- Your CV/Resume which provides a summary of your work experience (maximum 3 pages).

Eligibility to apply

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

WGEA 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

WGEA 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 WGEA.

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

A selection panel (usually two to three people) will be formed to consider all applications and develop a shortlist for any further assessment via 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. Interviews are planned to occur in Early November with offers expected to be made within two weeks of interview.

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.