



Application package

Position title:	Advisor – Capacity Building
APS Level:	AP5
Salary package:	\$94,021 to 99,624 (includes base salary \$81,474 to \$86,329 plus 15.4% super)
Position offered:	Full-time or part-time - ongoing or non-ongoing <i>Flexible working arrangements available including job share</i>
Location	WGEA office: Level 7, 309 Kent St, Sydney CBD (Hybrid working)
Closing date:	10:00am - Monday 21st August 2023
Contact Officer/s:	Elyse Lane – Capacity Building Manager
Contact number:	(02) 9432 7045

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

About the opportunity

We are seeking a motivated and adaptable Adviser to join our growing organisation. Our Agency is entering an exciting new chapter of growth as we seek to deepen the impact and benefits of our Agency data and subject matter expertise to accelerate the rate of change on gender equality in the workplace.

The team

This role sits within the Capacity Building team of WGEA – a multidisciplinary team of subject matter experts, with skills and experience across leadership, learning, change management, research and public policy and service. We develop and implement the programs and practices that expand and strengthen leadership capability, workplace systems, policy and processes that contribute to the delivering gender equal outcomes and experiences across the employee lifecycle.

Our team provide support and guidance to employers through direct intervention projects, change management services and learning and advisory programs and services. We -

- Devise and evaluate solutions, interventions and change programs that accelerate the rate of change in organisations
- Develop and deliver live learning events such as masterclasses, workshops, and elearning modules.
- Provide advice and planning support to employers via our onsite clinics and virtual drop-in session for action planning and capacity assessments.
- Act as a source of support and advice for the Agency executive and broader WGEA team and colleagues.

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.

WGEA is growing, reflecting our ambition 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



Position description

Position number:	24049
Position title:	Capacity Building Adviser
APS Level:	APS 5
Position:	Ongoing or non-ongoing, full time or part-time (flexible working arrangements available)

The role

This position reports to the Capacity Building Manager and will be required to work collaboratively across Capacity Building team projects, including our work directly with employers.

Key duties and responsibilities of the role include:

- **Knowledge** - working as part of a change team you will help employers to analyse their gender equality status, identify opportunities to improve gender equality outcomes and implement strategies to address them.
- **Intervention** – you will support the implementation and monitoring of our direct practice projects and advisory services with employers and partners.
- **Reporting and Evaluation** – you will gather and synthesize information relevant to our work and our stakeholder engagement programs, drawing on your ability to distil insights into digestible, and compelling reports, briefs and policy papers.
- **Coordination and Development** – you will draw on your subject matter expertise and that of your colleagues to build resources such as live learning events or micro-learning modules, facilitate and administer live learning events, focus groups and round tables.
- Other duties as required in line with APS 5 capabilities.

Capabilities and experience

Key capabilities for success in this role include:

1. Formal qualifications, education and experience in gender equality, diversity, HR or a related field or discipline that connects with the Capacity Building remit.
 2. High level verbal and written communication skills including group facilitation or training and meeting management skills.
 3. Emergent research and training and development skills including the drafting of papers, briefs, materials and plans, or similar, in ways that are relevant for a variety of audiences.
 4. Effective stakeholder engagement and relationship building skills, including maintaining internal and external records and relationships.
 5. Organisational and time management skills, including the ability to deliver time-critical work under direction, prioritise tasks and change direction as required.
- The ability to hold or obtain Baseline Security Clearance (this includes being an Australian Citizen).

How to prepare your application

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.

Preparing your application

You should include the following information in your application:

1. A brief resume, outlining the employment experience and achievements relevant to the role (Max. 2 Pages).
2. A letter of application (Max. 1 page) - highlighting your interest and suitability for the role and confirming your Australian citizenship, along with your ability to successfully clear a National Criminal Records Check upon engagement.

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.

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

Late applications will not be accepted unless exceptional circumstances exist.

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 that includes a short practical exercise reflective of the kind of work you will be expected to undertake in the role.

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.