



# Application package

<b>Position title:</b>	Senior Data Analyst
<b>APS Level:</b>	<b>APS 6</b> (\$101,311 – \$115,732 (includes base salary of \$87,791 - \$100,288 plus 15.4% superannuation)
<b>Position offered:</b>	Ongoing full time (our Agency is committed to flexible working arrangements)
<b>Closing date:</b>	Monday 11 <sup>th</sup> December 2023 before 5pm
<b>Contact Officer:</b>	Kevin Yap, Data & Analytics Executive Manager
<b>Contact number:</b>	(02) 9432 7059

This application package includes:

- Information on how to prepare your application and the selection process.
- A position description.

## About the Agency

The Workplace Gender Equality Agency (WGEA/Agency) is the Australian Government's 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).

Our Agency has two distinct functions: a regulator and driver of change. In our regulatory role we administer the Act which requires all non-public and public sector employers with 100 or more employees to report against six gender equality indicators, which have been developed to address the most pressing contemporary challenges to gender equality in Australian workplaces. The Agency is also in the process of expanding to collect gender equality data from the federal and state and territory public sectors.

As a driver of change our Agency seeks to motivate, educate, and support improved gender equality in Australian workplaces by promoting evidence-informed public discussion and understanding of gender equality, collaborating strategically to build strong relationships and tailored interventions between the Agency and its stakeholders, and using the Agency's data-rich research to position it as the leading source of information and advice on workplace gender equality issues.

Further information about our Agency is available at [www.wgea.gov.au](http://www.wgea.gov.au)

# How to prepare your application

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## Eligibility to apply

Applicants **must** be Australian citizens. Baseline clearance or the ability to achieve clearance.

## Diversity

The Agency values the contributions of people with different backgrounds, experiences and perspectives. The Agency encourages and welcomes applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people.

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. You will find their contact details on the first page of this application package.

## Lodging your application

Your application should be emailed to [recruitment@wgea.gov.au](mailto:recruitment@wgea.gov.au).

## Late applications

Late applications will not be accepted unless exceptional circumstances exist.

## Preparing your application

You should include the following information:

- **Personal details** including your contact details.
- A **summary** of your work experience.
- A **statement** outlining how your skills, experience and qualifications will help you to meet the requirements of the role. This will help the selection panel make an informed assessment of your suitability.
- Details of two **recent referees** including your current or most recent supervisor (we will seek your permission before we contact your referee)
- Any further relevant information.

## Recruitment Process

The selection may be based on applications and referee reports where a clear result can be determined from this documentation / process. If it is determined that an interview is necessary, a selection panel (approximately two to three people) will be formed to consider all applications and to develop a shortlist of applicants for further assessment. This assessment can take many forms and can usually include a face-to-face (or video) interview and may also include a short practical exercise

## Availability for interview

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 December with offers expected to be made **within two** weeks of interview.

# Position description

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<b>Position number:</b>	51258
<b>Position title:</b>	Senior Data Analyst
<b>APS Level:</b>	APS 6
<b>Position:</b>	Ongoing full-time (our Agency is committed to flexible working arrangements)

## Purpose of the position

Organisations in the private and public sectors with 100 or more employees report to the Agency annually, providing powerful, unique data that creates an unprecedented picture of workplace gender equality. The Agency is focussing on further optimising the use of this data to drive change.

The Senior Data Analyst will assist with the management of the Agency's world-leading data set and the provision of world leading data and statistical services within the Agency.

Key capabilities for success in this role include a proactive approach to problem solving and delivery of work, and experience in data processing activities working with large and complex datasets. Also important is an ability to critically assess results of data analysis and draw meaningful insights using data visualisations.

## Expected outcomes and accountabilities

This position reports to the Data and Analytics Executive Manager and works collaboratively within the team, typical duties to be performed include:

- data management activities as they relate to the CRM, data warehouse and analytic tools across the data life cycle.
- ensuring that the Agency's datasets are fit-for-purpose for internal reporting and analysis as well as external dissemination, including the development of data quality statements and the maintenance of an up-to-data metadata repository.
- conducting statistical data analysis using our world-leading dataset and other data sources
- development of data validation and assurance processes, including automated system checks and processes for assessing potential data errors.
- supporting the development of reports analytics using Tableau and R studio.
- Supporting and developing ETL and data anomalies check workflow using Alteryx
- developing and maintaining a strong relationship with external technology providers and being a primary point-of-contact for data quality issues.
- acting as a point of contact for stakeholders and research partners where necessary and independently responding to requests for information and data from internal and external stakeholders.
- managing projects on behalf of the WGEA Data team
- coaching and mentoring for more junior staff members upon request
- requirements gathering for the Data team
- providing training and support to staff during peak data processing periods
- contributing to other Agency projects as required

## Expected capabilities

- at least 3 years of experience as a Data Analyst or similar capacity.
- high level technical proficiency in managing large complex datasets or databases using an integrated suite of tools for statistical analysis (SPSS, R, etc.), data cleansing and quality check workflow (Alteryx), and data visualisation (e.g., Tableau).
- Knowledgeable in data governance and management to sustain and maintain best practices to achieve good data quality outcomes.
- tertiary qualifications or equivalent in a relevant field (e.g., IT systems, statistics, data management)
- strong data management and problem-solving skills with the capacity to generate innovative solutions to complex technical issues.
- ability to interpret and clearly communicate technically complex concepts using plain language.
- Proficient written and verbal communication skills including demonstrated ability to confidently present data analysis results to targeted audiences.
- able to build and sustain positive relationships with team members, stakeholders, and clients.
- can work independently and flexibly, with limited supervision, analysing and using some judgement to select an appropriate course of action in a busy office environment. This includes taking a proactive approach and personal responsibility for accurate and timely completion of work.
- sees projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and adheres to documentation procedures.
- adopts a principled approach and adheres to the APS Values and Code of Conduct.
- acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
- ability to develop an understanding of current trends, issues and policies relating to gender equality.
- **Baseline Security Clearance** or the ability to obtain clearance (this includes being an Australian Citizen).

## What we are looking for

- people who are committed to supporting and delivering change in Australian workplaces.
- People who believe in using data to drive change
- people who engage with the future direction of the Agency
- flexible and adaptable people to meet immediate needs and future challenges.
- team oriented people who have energy and are determined to succeed.
- people who can make reasonable decisions and exercise judgment.
- people who are open and accountable and of high integrity.

## What we offer

We value our staff and encourage our employees to be adaptable and collaborative.

- our organisation offers a culture that is committed to achieving results and values innovation
- we are a small organisation that offers opportunities to work on agency wide projects
- we offer flexible working arrangements and excellent working conditions
- we offer attractive salary ranges and superannuation as well as a range of other benefits.