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Application package

Please read the following information about making an application.

Position number:	24049
Position title:	Database and Reporting Adviser
APS Level:	APS 5
Position offered:	Ongoing role, part time 30 hours per week (commitment to flexible working arrangements)
Salary range:	Salary from \$73,293 to \$77,661 (pro-rated) plus 15.4% Superannuation
Closing date:	Midnight, 20 January 2019
Contact Officer:	Vanessa Paterson, Program Delivery Executive Manager
Contact number:	(02) 9432 7000

This application package includes:

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

Further information about our Agency is available at www.wgea.gov.au

How to prepare your application

Eligibility to apply

Applicants must be Australian citizens.

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 page one of this application package.

Progress of your application

The contact officer can also update you on the progress of your application.

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.

Preparing your application

You should include the following information in your application:

- **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.

Selection Panel

A selection panel (usually 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 but will usually include a face to face interview and could 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 the week **commencing 28 January 2019** with offers expected to be made **within two** weeks of interview.

Position description

Position number:	24049
Position title:	Database and Reporting Adviser
APS Level:	APS 5
Position:	Ongoing, part-time (30 hrs per week)

Purpose of the position

The Reporting and Data Adviser is part of the Program Delivery team and is responsible for proactively maintaining accurate corporate information in the Agency's database about relevant employers, contacts and reporting hierarchies, and for providing high-level advice to employers on achieving gender equality in workplaces.

Working in the Program Delivery team primarily, this role provides support to reporting organisations with all aspects of completing and submitting online reports and with the co-ordination of team projects. It also contributes to the development and assessment of the Agency's leading edge and recognition programs, tools and resources and participates in consultation with key stakeholders on improving gender equality in Australian workplaces.

Working with the Research and Analytics team, the role manages administrative and maintenance tasks associated with the database operation and liaises with organisations that require assistance with data quality issues.

Position accountabilities

This position reports to the Program Delivery Executive Manager.

Under general direction typical duties include:

- interpreting information from reporting organisations and liaising with them over the phone and in writing to provide information and advice on the *Workplace Gender Equality Act 2012*
- proactively maintaining accurate corporate information in the Agency's database about relevant employers, contacts and reporting hierarchies
- delivering high level advice and support to stakeholders on the requirements of the *Workplace Gender Equality Act 2012*
- provision of support to reporting organisations on the submission of their online reports and in updating reports where there are data quality issues
- assisting employers to improve gender equality outcomes in their workplaces
- assessing leading edge recognition program applications
- contributing to the Agency's knowledge-base by identifying industry best-practice initiatives
- compilation and maintenance of relevant documentation, including procedural and training documents and related templates
- providing input into projects in accordance with the team and Agency business plans
- ensuring database maintenance procedures are adequately carried out in a timely fashion
- assisting with co-ordination and delivery of projects undertaken in the Program Delivery team.

Position requirements

- Proven ability to work to deadlines with high-level attention to detail and accuracy.
- Highly effective interpersonal, client liaison and communication skills - both written and verbal, including the ability to build and maintain relationships with key internal and external stakeholders at different levels of seniority within organisations.
- Demonstrated sound organisational, investigative and problem-solving skills.
- Proven experience working with databases, online portals and the MS Office software (Word, Excel, PowerPoint, Outlook).
- A demonstrated ability to work flexibly and co-operatively in a team.
- An understanding of gender equality issues in the workplace or capacity to develop this understanding.

What we are looking for

- people who are committed to supporting and delivering change in Australian workplaces.
- 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.
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