



# Application package

<b>Position title:</b>	<b>Technology Platforms Lead (12 month parental leave contract)</b>
<b>APS Level:</b>	Executive Level 1
<b>Salary package:</b>	Salary package from \$131,031 to \$141,395 (includes base salary of \$113,545 to \$122,526 plus 15.4% superannuation)
<b>Position offered:</b>	Full-time / non-ongoing <b>(12 month parental leave contract)</b> <i>Flexible working arrangements available</i>
<b>Location</b>	Level 7, 309 Kent St, Sydney CBD
<b>Closing date:</b>	Tuesday 25 <sup>th</sup> July at 10.00am
<b>Contact Officer/s:</b>	Steven Douek – Executive Manager, Information Systems
<b>Contact number:</b>	(02) 9432 7003

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

## About the opportunity

The Agency is seeking an experienced Technology Platforms Lead who can lead a small internal team alongside outsourced technical resources to deliver a significant program of work. Guided by established strategy and under the direction of the Information Systems Executive Manager responsible for overall delivery, the Technology Platforms Lead will assist in the delivery of the Agency's Technology Business Plan. This role offers a diverse range of work in a purpose-driven workplace that is gearing up for even greater positive influence.

### The team

The Information Systems Team's purpose is to provide end to end oversight and management of the Technical and information systems that underpin and support all data and information requirements for the Agency. This includes management and delivery of stable business as usual operations along with agile enhancement of the core technology services. Additional team goals are to enable increasing efficiency of Gender Equality Reporting data collection systems, ensuring system security and information privacy, tuning scalability, supporting, training Agency staff and ensuring compliance with governing legislation and policies.

# 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](http://www.wgea.gov.au)

# Position description

Position number:	43419
Position title:	<b>Technology Platforms Lead</b>
APS Level:	Executive Level 1
Position:	Non-ongoing 12-month Parental Leave contract Full time ( <i>Flexible working arrangements available</i> )

## The role

Reporting to the Information Systems Executive Manager, the Technology Platforms Lead is responsible for working with internal stakeholders to provide product recommendations, configurations, and technical expertise for all system integrations and enhancements. The role will manage the development of technical solutions and ensure proactive communication to stakeholders throughout the product lifecycle. The role will liaise with Agency teams to understand simple to complex business requirements then oversee the design, documentation, and development of technical solutions to meet those needs.

The key deliverables / projects for the team over the next 12 month are:

- ✓ Functional enhancements to the Workplace Gender Equality Reporting portal for 2024 reporting programs.
- ✓ Implementing modifications to the Agency's underpinning information systems driven by changes to the Workplace Gender Equality Act
- ✓ Salesforce outsourced professional services and support services tender
- ✓ Phone and call centre system replacement

## Duties and responsibilities

Working closely with other key team members this role will be responsible for:

- ✓ Leading the maintenance, enhancement, and integration of new functions, to deliver stable technical platforms that underpin Agency operations within a federal government regulatory and advocacy environment.
- ✓ Leading agile system development projects and coordinating project team resources in an agile delivery environment. Including managing scoping, design, development, testing and implementation of new features and functions to existing systems.
- ✓ Leading the investigation, prioritisation, and rectification of system issues with external resources. Providing governance and decision support with the development of complex project documentation (reports, progress updates and other correspondence).
- ✓ Evaluating identified business requirements against the underlying systems roadmap to determine needs and deliver enhancements against critical priorities to tight program and feature delivery timelines.
- ✓ Managing the development of processes, procedures and knowledge that improves productivity of the Agency, its staff; and that supports the growth of the Agency's digital capabilities.
- ✓ Providing governance and reporting against policy, and program improvements, periodically and in response to internal and external users' information requirements
- ✓ Contributing to other Agency projects as required.

## Capabilities

We are seeking an individual with the following skills and capabilities:

- ✓ At least 2 years **product** experience managing:
  - Technology systems and/or technical systems development in a federal government regulatory and/or advocacy environment (experience with system security, privacy frameworks and privacy legislation/events is highly desirable)
  - CRM systems implementation or management (experience with Salesforce, Salesforce Service Cloud, Community Cloud, Marketing Cloud (Pardot), Public Sector Services, and omniscrypt is highly desirable)
  - CRM Data Mapping and transformation (experience with SQL Data Warehouse technologies, Alteryx and Mulesoft is highly desirable)
  - Reporting and data visualisation systems (experience with Tableau is highly desirable)
  
- ✓ At least 2 years of **project** lead experience in:
  - Project Management and/or leading project teams in an AGILE/SCRUM environment
  - The implementation of large projects through the full software development life cycle, extensive experience using Atlassian Tools: developing documentation and managing collaboration with Confluence; development activities with Jira;
  
- ✓ Experience in a **supervisory**, team lead or similar position:
  - Capability to think strategically, develop plans and processes, problem solve outside the box, conceptualising solutions for rapid incident and problem resolution to ensure the achievement of required business outcomes.
  
- ✓ Work independently and flexibly, with general direction, analysing and using sound judgement to select an appropriate course of action in a busy environment, delivering outcomes on time.
- ✓ Apply highly developed written and verbal communication skills which include the demonstrated ability to confidently present messages in a clear, concise manner and to tailor communication style to suit the stakeholder audience.
- ✓ Demonstrate highly developed interpersonal skills with the ability to collaborate to achieve outcomes, maintaining strong relationships with a broad cross-section of stakeholders.
- ✓ Adopt a principled approach and adhere to the APS Values and Code of Conduct.
- ✓ Act professionally at all times and operate within the boundaries of organisational processes and legal and public policy constraints.
- ✓ Hold Baseline Security Clearance or have the ability to obtain 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.

## 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](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 in your application:

- Personal details including your contact details.
- A summary of your work experience (CV/Resume - maximum 5 pages)).
- A cover letter/statement outlining how your skills, experience and qualifications will help you to meet the capability requirements of the role. (one page).
- Contact details of two recent referees including your current or most recent supervisor (we will seek your permission before we contact your referees)
- Confirmation of your Australian citizenship, along your ability to successfully clear a National Criminal Records Check upon engagement
- Any further relevant information.

## 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 the Technical Platforms Lead will do.

## Availability for interview

We make hiring decisions based on your experience, skills and passion, 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.

Interviews are planned to occur in early August with offers expected to be made within two weeks of interview.