



# Application package

<b>Position title:</b>	<b>Senior Education and Research Adviser</b>
<b>APS Level:</b>	APS 6
<b>Salary package:</b>	\$101,310 to \$115,732 annual salary package range (includes base salary of \$87,791 to \$100,288 plus 15.4% superannuation)
<b>Position offered:</b>	Ongoing / full-time or part-time. <i>Flexible working arrangements available</i>
<b>Location:</b>	WGEA office: Level 7, 309 Kent St, Sydney CBD (Hybrid working)
<b>Closing date:</b>	<b>10am – Friday 11<sup>th</sup> August 2023</b>
<b>Contact Officer/s:</b>	Penelope Cottrill – Education and Research Executive Manager
<b>Contact number:</b>	(02) 9432 7017

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 a Senior Education and Research Adviser who can translate research into practical insights and supporting policy implementation. We offer a diverse range of work in a purpose-driven workplace that is gearing up for even greater positive influence.

## 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. We provide advice and assistance to employers and assess and measure workplace gender data.

WGEA is growing, reflecting our ambition to accelerate progress towards gender equality in Australian workplaces. Read more about the recent WGEA reforms on our [website](#)

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 want to deliver 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:	41810
Position title:	<b>Senior Education and Research Adviser</b>
APS Level:	APS6
Position offered:	Ongoing, full time or part-time (flexible working arrangements available)

## The team

The **Senior Education and Research Adviser** is a key member of the Education and Research team. This team helps employers better understand gender equality in their workplace and how to take action to improve it.

The team achieves this through:

- Developing fit for purpose, evidence-informed education resources and tools suitable for a variety of needs and stakeholders.
- Implementing recent legislative reform and Review of the WGE Act Review recommendations to accelerate change through several projects, including exploring and advising on the best way to collect diversity data including cultural and linguistic diversity, Aboriginal and Torres Strait Islander Status and disability.
- Partnering with academic researchers to build our understanding of how we can accelerate change on workplace gender equality using WGEA's valued data set
- Using the Agency's world class data set to position it as a 'gold standard' source of information and advice on workplace gender equality issues.
- Building relationships, strategic collaborations, and partnerships with Agency stakeholders, external subject matter experts, to underpin and inform the Agency's strategic education and research agenda.

## The role – key duties and responsibilities

This position reports to the Education and Research Executive Manager and works with other employer focussed teams: Communications and Campaigns, Capacity Building and Gender Equality Programs.

The **Senior Education and Research Adviser** is responsible for:

- Translating and distilling research into insights that are actionable by employers
- Stakeholder consultation, including with employers, to hone the accuracy, relevance and impact of our education and related products
- Supporting education and research associated with recommendations from the recent [WGEA Review](#) and providing subject matter expertise on workplace gender equality indicators, including by contributing to submissions and reports
- Providing timely, relevant advice on gender equality questions to internal and external stakeholders, which may include other public service agencies (Federal, State and Territory), reporting employers, academics, peak industry bodies.
- Preparing Minister and Agency CEO briefs, Agency CEO presentations and speaking notes
- Monitoring new and existing Australian and international research, ensuring that the Agency's education and research material reflects emerging trends based on current and valid evidence
- Identifying themes, insights, and effective interventions and practices emerging from WGEA's gender equality reporting data contributing to its effective public communication
- Assisting with content and education resources relating to building employer knowledge of the gender equality indicators and WGEA employer annual gender equality reporting as required.
- Building, maintaining, and managing relationships with external stakeholders including academics, educators, and business representatives.
- Other duties as required.

## Capabilities and experience

### Key capabilities for success in this role include:

- high level verbal and written communication skills, including:
  - the ability to provide meaningful analysis and distil complex information into easily digested communications and materials.
  - The ability to tailor written artefacts to the relevant audience, for example to develop clear, simple guidance developed with an employer-centric focus.
- project planning and management experience, including co-ordination of complex stakeholders, delivering within tight timelines and proactive problem solving.
- the ability to write high quality contributions to parliamentary submissions, legislative reforms, and insight papers that reflect best practice to address gender inequality in Australian workplaces
- well-developed people skills, ability to work with minimal supervision and as part of a team
- a principled approach and adherence to the APS Values and Code of Conduct

### Desirable capabilities and/or experience: *(These capabilities and/or are experience will be favourably viewed but are not a requirement)*

- the ability to identify authoritative, accurate sources / publications, synthesise across sources, and translate it into coherent research reports
- data literacy and data visualisation
- stakeholder engagement, including organising and conducting consultations and seeking feedback from a broad range of stakeholders for project or resource development and improvement
- appreciation of broader diversity issues and intersectionality
- current or previous Australian Public Sector experience.

## 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 work the Adviser 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 mid-August** with offers expected to be made **within two** weeks of interview.