



Application package

Position title:	Workplace Relations Manager (12-month opportunity)
APS Level:	Executive Level 1
Salary package:	Salary package from \$131,031 to \$141,395 (includes base salary of \$113,545 to \$122,526 plus 15.4% superannuation)
Position offered:	Full-time / non-ongoing temporary transfer <i>Flexible working arrangements available</i>
Location	WGEA office is in Sydney but may be filled remotely
Closing date:	Tuesday 25 th July 2023 at 10.00am
Contact Officer/s:	Anne Beath – Operations Executive Manager
Contact number:	(02) 9432 7004

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

About the opportunity

The Workplace Gender Equality Agency (WGEA) will begin negotiating a new enterprise agreement once common terms and conditions are established at an APS-wide level. To support this work, we are looking for an experienced workplace relations professional to join our team for a 12-month period. You will apply and extend your existing knowledge of APS workplace relations policy and practice, helping to shape the bargaining process for our Agency, and embed the new agreement in our policies and procedures.

The team

The Workplace Relations Manager is part of WGEA's high performing Operations team. Reporting to the Chief Operating Officer the Operations team provides the full suite of corporate enabling functions including planning and governance, human resources, finance, property services and procurement.

About our Agency

The Workplace Gender Equality Agency (WGEA/Agency) is an APS 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.

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 enjoy meaningful work
- 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 committed to the APS Values.

What we offer

We value each team member's contribution and offer:

- a culture that is committed to our purpose and getting results, recognises achievements, and values innovation.
- flexible working options that empower you to model a working day and/or environment that brings out the best outcomes from you.
- 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:	23812
Position title:	Workplace Relations Manager
APS Level:	EL1
Position offered:	Full-time opportunity for up to 12 months (transfer at level or higher duties) <i>Flexible working arrangements available</i>
Location:	Sydney (open to remote workers)

The role

As the Workplace Relations Manager you will be responsible for supporting enterprise bargaining in WGEA. This role will assist the Executive Manager and Chief Operating Officer to bargain agreements that incorporate the APS-wide common conditions, develop the Agency-specific bargaining position, conduct negotiations, and manage a vote. The position is also responsible for translating the provisions of the new agreement into Agency policies and procedures.

We are looking for someone who has experience in an APS human resource/workplace relations role, either at level, or someone who is looking for an acting opportunity.

Key duties and responsibilities

Reporting to the Operations Executive Manager and working closely with the Chief Operating Officer this role will be responsible for:

- ✓ supporting the management negotiating team with high level advice and support on workplace relations, the application of the Public Sector Workplace Relations Policy, enterprise bargaining and agreement making requirements under the Fair Work Act 2009, and terms and conditions of employment.
- ✓ Researching and preparing bargaining material, briefing papers, and correspondence.

Establishing effective working relationships with stakeholders
Developing and updating Agency policy and procedures.

Capabilities

To be successful in this role, you will need:

- ✓ Experience in human resources or workplace relations in an APS environment (tertiary qualifications highly regarded)
- ✓ Ability to provide high level advice and to develop operational HR strategies.
- ✓ Highly developed written and verbal communication skills
- ✓ Able to professionally represent the Agency internally and externally.

How to Apply

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

If this role is of interest to you and you wish to apply, please prepare a short statement (maximum 1 page) outlining your skills and experience, and send this along with your CV to **recruitment@wgea.gov.au**

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 may include a short practical exercise reflective of the work the manager will do.

Availability for interview

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