



Application package

Position title:	Corporate Support & Administration Officer
APS Level:	APS4
Salary package:	Salary package from \$87,269 to \$94,718 (includes base salary of \$75,623 to \$82,078 plus 15.4% superannuation)
Position offered:	Full-time or part-time, ongoing <i>Flexible working arrangements available</i>
Office location	Level 7, 309 Kent St, Sydney CBD
Closing date:	Wednesday 8 th May 2024
Contact Officer/s:	Anne Beath – Operations Executive Manager
Contact number:	(02) 9432 7006

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

About the opportunity

This is an exciting opportunity for a motivated and organised person to join us to become an integral member of our collaborative purpose driven team. The role will provide corporate administration support for our 50+ person Agency and reports directly to our Operations Executive Manager (EL2).

During an average week this role will be responsible for:

- setting up our office facilities ready for each day,
- providing effective inbox management,
- investigating and resolving moderately complex operational issues,
- scheduling and supporting meetings and making travel arrangements.
- coordinating facilities management activities for the office, and maintaining office supplies and equipment to ensure all team members have the tools they need
- providing professional reception services including receiving and relaying messages via phone and email and welcoming visitors.

We are looking for someone who approaches their work with energy and enthusiasm, can build rapport and communicate professionally with all team members and external stakeholders. A passion for administration and a proactive approach will see you succeed in this role. How you work is also important to us – we will value your motivation to continue to learn from your peers and more senior members of the team.

The team

This is an excellent opportunity to work with a collaborative and supportive team, who encourage autonomy and initiative. Working closely with the HR and Finance team members and maintaining strong working relationships internally and externally. This role forms part of our Operations team whose purpose is to drive the Agency's planning and governance, enabling effective workforce and human resources management, finance management, corporate support activities, collaboration, and information management.

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. Our Agency was established by the *Workplace Gender Equality Act 2012 (Act)*.

WGEA ambition is 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 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 and 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



Position description

Position number:	23867
Position title:	Corporate Support & Administration Officer
APS Level:	APS 4
Position:	Ongoing Full time or part-time (<i>Flexible working arrangements available</i>)

The role

This position is responsible for providing practical and professional corporate and finance administration support, working collaboratively with the Operations team and all employees at the Agency.

This position reports to the Operations Executive Manager working closely with the HR and Finance team members. The Corporate Support & Administration Officer maintains strong working relationships internally and externally, liaising with a diverse range of people and requires a proactive approach, the ability to exercise judgement and discretion, the ability to manage competing pressures and time demands and take personal responsibility for accurate and timely completion of work.

The key duties of the position include:

Corporate support

- Providing practical and professional administrative services across the Agency. This includes activities such as:
 - investigating and resolving moderately complex operational issues on behalf of the Agency
 - monitoring and prioritising incoming communications as required.
 - managing supplies of stationery, consumables, and office equipment for the Agency.
 - assisting with booking and coordinating meetings and internal events including ensuring meeting rooms and kitchen facilities are set up ready for daily use
 - providing professional front desk services including answering the phone, greeting visitors and facilitating the Agency's visitor management system.
 - managing travel logistics for Agency staff and external guests when required.
 - managing the efficient, secure and timely handling and storage of Agency's hardcopy and electronic information ensuring compliance with legislation.
 - developing relationships with office contract providers for the Operations team, by serving as a single point of contact for contractual matters.
 - developing and implementing office and administrative systems, such as record management and filing.
 - providing customer relationship support services during surge periods throughout the year
 - supporting the HR & Operations Officer with operational office and facilities activities.
- Assisting with activities and undertaking a range of project tasks in accordance with agreed standards and timeframes.
- Supporting or contributing to other Agency projects as required



Finance Administration

- Providing financial administration support. This includes activities such as:
 - credit card reconciliation.
 - support with some accounts payable and receivable when required, with tasks such as data entry and record management
- undertaking development to learn additional finance activities to provide coverage during leave periods.

Capabilities

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

- experience in providing high quality administrative services through excellent internal and external customer service skills. This includes developing plans, objectives, clarifying expectations and deadlines; keeping clients informed on progress; providing prompt and professional outcomes for clients.
- strong interpersonal and liaison combined with the ability to build and sustain effective relationships with a broad cross-section of stakeholders and the ability to exercise judgement, discretion, and maintain confidentiality.
- apply well-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 audience.
- proven administration skills including analytical and decision-making skills, accuracy and attention to detail and advanced computer skills, particularly in the use of the MS Office suite
- sound organisational skills, including the ability to work under pressure, set priorities, and meet competing deadlines with a high degree of commitment and initiative.
- able to professionally operate within the boundaries of organisational processes and legal and public policy constraints.
- being able to work independently and flexibly, with limited supervision, analysing and using judgement to select an appropriate course of action in a busy office environment.

Desirable capabilities

- Accounts payable or financial administration experience



How to prepare your application

Agency Eligibility Criteria:

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise in writing. Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role as indicated. All commission staff are required to have a minimum baseline security clearance. Baseline security clearances require you to be an Australian Citizen and meet AGSVA criteria.

Successful applicants will also be required to successfully pass a National Criminal History check.

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.

RecruitAbility

The Agency is committed to supporting the employment and career development of people with disability. Our participation in APS RecruitAbility means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into RecruitAbility and meet the minimum requirements for the vacancy.

How do you opt into RecruitAbility?

Simply note in your cover letter that you wish to:

1. Opt into RecruitAbility, as you have a disability (definition as defined by [Australian Bureau of Statistics](#))
2. Clearly show how you meet the requirements of the vacancy with our Agency.

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.
Late applications will not be accepted unless exceptional circumstances exist.

Preparing your application

Use the attached checklist to ensure you include all relevant information and documentation.

Selection Panel

A selection panel 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 kind of work the position 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/mid-May with offers expected to be made within two weeks of interview.

Application Checklist

Prior to sending your application email to recruitment@wgea.gov.au, use the below to ensure you have included all relevant details.

Have you included in your application cover letter and/or CV/Resume:

- Your full name, contact phone number, and personal email address.
- Title of the Vacancy you are applying for
- Relevant diversity information
- If you wish to opt into RecruitAbility (information detailed in how to prepare your application)
 - If you meet the Agency eligibility criteria, confirmation of your Australian citizenship, along your ability to successfully clear a National Criminal Records Check upon engagement
 - Contact details of two recent referees including your current or most recent supervisor (we will seek your permission before we contact your referees)
 - Any further relevant information.

Have you attached to your email:

- A cover letter/statement outlining how your skills, experience and qualifications will help you to meet the capability requirements of the role. (one page).
- Your CV/Resume which provides a summary of your work experience.