



# Application package – Senior Data Analyst

Position title:	<b>Senior Data Analyst</b>
APS Level:	APS6
Salary package:	Salary package from \$101,851 to \$116,350 (includes base salary of \$91,303 to \$100,288 plus 15.4% superannuation)
Position offered:	Full-time - ongoing <i>Flexible working arrangements available including hybrid working</i>
Office location	Level 7, 309 Kent St, Sydney CBD
Closing date:	29th April 2024 at 10:00am
Contact Officer/s:	Joel Holwerda – Data & Analytics Executive Manager
Contact number:	(02) 9432 7067

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

## 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 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:	43418
Position title:	Senior Data Analyst
APS Level:	APS 6
Position:	Ongoing Full time (Flexible working arrangements available)

### The role

As a Senior Data Analyst, you will play a crucial role in advancing workplace gender equality by managing and analysing the Agency's world-leading datasets. You will be involved in every stage of the data lifecycle from acquisition and cleaning to analysis and visualisation. You will report to the Data & Analytics Executive Manager and collaborate with stakeholders across the Agency.

### The key duties of the position include:

#### → Data analysis and research:

- Conduct in-depth statistical analysis of the Agency's datasets to identify trends and patterns related to workplace gender equality.
- Provide advice and recommendations on research methodology to ensure that current best practices are employed in the Agency's internal decision-making and external publications.

#### → Data management and governance:

- Ensure that the Agency's datasets are fit-for-purpose for analysis and external publication including the development of documentation and data quality statements.
- Support the development and implementation of automated data validation systems to detect and address potential errors and inconsistencies.

#### → Data visualisation and storytelling:

- Create compelling and informative data visualisations for published reports, interactive dashboards, and presentations.
- Effectively translate complex data insights into clear, concise, and engaging narratives for diverse audiences, both technical and non-technical.

#### → Communication and collaboration:

- Independently respond to requests for information or data from external stakeholders, such as academic research partners, government agencies, peak bodies, and employers.
- Employ effective communication with teams across the agency and external contractors to ensure successful collaboration on cross-functional projects.



## Capabilities and experience

Key capabilities for success in this role include:

- A degree (or equivalent experience) in Data Analytics, Statistics, Social Sciences, or a related field.
- Proficiency in using SQL with large datasets and developing dashboards using Tableau or Power BI.
- Demonstrable experience with statistical programming languages, such as R or Python (highly desired).
- The ability to clearly communicate analytical concepts to both technical and non-technical audiences.
- A strong analytical mindset and an ability to develop an understanding of current trends, issues, and policies relating to gender equality in the workplace.
- Strong project management skills, a proactive approach, and personal responsibility for accurate and timely completion of work.
- Baseline Security Clearance or the ability to obtain clearance (this includes being an Australian Citizen).

## 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.



# 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](mailto: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 (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 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 **Late April / Early 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](mailto: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