



Application package – Multiple data roles

Position title:	Senior Data Scientist/Data Analytics Manager
APS Level:	EL1
Salary package:	Salary package from \$141,450 to \$152,638 (includes base salary of \$122,574 to \$132,269 plus 15.4% superannuation)
Position offered:	2 x full-time roles, ongoing or non-ongoing opportunities <i>Flexible working arrangements available including hybrid working</i>
Office location	Level 7, 309 Kent St, Sydney CBD
Closing date:	19 May 2025 at 10am
Contact Officer/s:	Joel Holwerda – Executive Manager - Data & Analytics
Contact number:	(02) 9432 7067

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

About the opportunity

We are looking for experienced data professionals to join our growing team in the following roles:

- ✓ **Senior Data Scientist (EL1):** This role will conduct complex and meaningful data analysis to support internal decision-making and contribute to nationally significant publications.
- ✓ **Data Analytics Manager (EL1):** This role will coordinate major data analytics projects and will be responsible for developing and maintaining high-quality interactive dashboards.

Both roles offer a high degree of autonomy and the opportunity to lead data analytics projects that have a positive impact on Australian workplaces.

The team

The Data & Analytics team manages one of the world's leading datasets on employer policies and gender equality in the workplace. We are responsible for developing robust data products, providing in-depth analysis, and producing impactful data visualisations that drive change. As part of a small high-performing team, you will contribute to projects across the data lifecycle and work closely with our research, technology, and communications teams.

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's 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 dedicated to personal development, fostering growth in others and demonstrating leadership
- 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



Position description

Position numbers:	48204 / 55673
Position title:	Senior Data Scientist/Data Analytics Manager roles
APS Level:	EL1
Position:	2 x ongoing roles Full-time (<i>Flexible working arrangements available</i>)

The role

- ✓ The **Senior Data Scientist** will conduct in-depth statistical analysis using the agency's datasets to support internal decision-making and external publications. This role will suit someone with strong technical capacity, a creative analytical mindset, and a passion for translating data into meaningful insights. You will also support the development of junior staff and contribute to improving team processes and standards.
- ✓ The **Data & Analytics Manager** will coordinate major data analytics projects, including the development of interactive dashboards. This role will suit someone with strong leadership skills, excellent stakeholder engagement, and experience developing robust pipelines that transform complex datasets into engaging visualisations.

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.

Team and Project Management

- ✓ Take ownership of projects by establishing clear objectives, monitoring progress, and ensuring the successful delivery of high-quality outcomes.
- ✓ Support the production of research reports, coordinating with academic research partners to ensure robust, evidence-based findings.



Communication and Collaboration

- ✓ Engage in effective communication with teams across the agency and external contractors to facilitate successful collaboration on cross-functional projects.
- ✓ Build team capability by mentoring and coaching colleagues, sharing expertise, and supporting professional development.

Capabilities

We are seeking an individual with the following **minimum requirements** and experience

- ✓ A degree (or equivalent experience) in Data Analytics, Statistics, Social Sciences, or a related field.
- ✓ Proficiency in using SQL and experience with statistical programming languages, such as R or Python.
- ✓ Strong ability to communicate analytical concepts clearly to both technical and non-technical audiences.
- ✓ An analytical mindset with the ability to interpret trends, issues, and policies relevant to workforce dynamics.
- ✓ Strong project management skills, a proactive approach, and a commitment to delivering accurate and timely work.
- ✓ Demonstrated stakeholder management skills, including building and maintaining collaborative partnerships and liaising and engaging with a range of internal and external stakeholders.
- ✓ Baseline Security Clearance or the ability to obtain clearance (this includes being an Australian Citizen).



How to apply

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

Your email should include:

- ☐ Title of the vacancy/position you are applying for
- ☐ A cover letter/statement outlining how your skills, experience and qualifications meet the minimum requirements and experience of the role. (one page only).
- ☐ Your CV/Resume which provides a summary of your work experience, which includes your full name, contact phone number, and personal email address.
- ☐ Contact details of two recent referees including your current or most recent supervisor (we will seek your permission before we contact your referees)
- ☐ 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

Other information you may need to include in your email:

- ☐ Relevant diversity information (preferred pronouns, reasonable adjustments required for interview)
- ☐ If you wish to opt into RecruitAbility (information detailed in how to prepare your application)
- ☐ Any further relevant information.

Application information

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 baseline security clearance level for the role. 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 noted on the first page of this Application Package 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 prior to the closing date and time. Late applications will not be accepted unless exceptional circumstances exist.

Preparing your application

Use the 'how to apply' checklist above to ensure you include all relevant information and documentation.

Recruitment Process

The selection may be undertaken based on applications and referee reports where a clear result can be determined from this documentation / process. A selection panel (usually two to three people) will be formed to consider all applications and develop a shortlist for any further assessment. If it is determined that further assessment including an interview is necessary, the panel will conduct a video interview which may also include a short practical exercise.

Availability for interview

We make hiring decisions based on your experience and skills as well as how you can enhance WGEA and our culture. Please note that interviews held 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.