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www.wgea.gov.au

Application package

Position number:	23847
Position title:	Senior HR Adviser
APS Level:	APS 6
Position offered:	Ongoing role, part time 22.5 hours per week (commitment to flexible working arrangements)
Salary range:	Salary from \$78,975 to \$90,217 (pro-rated) plus 15.4% Superannuation
Closing date:	Midnight, 19 February 2019
Contact Officer:	Anne Beath, Operations Executive Manager
Contact number:	(02) 9432 7000

This application package includes:

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

About the Agency

The Workplace Gender Equality Agency (WGEA/Agency) is the Australian Government's key agency charged with promoting and improving gender equality for both women and men in Australian workplaces, including through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. The Agency is established by the Workplace Gender Equality Act 2012 (Act).

The Agency has two distinct functions: a regulator and influencer. In its regulatory role, the Agency administers the Act which requires all private sector employers with 100 or more employees to report against six gender equality indicators, which have been developed to address the most pressing contemporary challenges to gender equality in Australian workplaces.

As an influencer the Agency seeks to educate and influence positive change in Australian workplaces by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating strategically to build strong relationships between the Agency and its stakeholders, using the Agency's data-rich research to position it as the leading source of information and advice on workplace gender equality issues.

Further information about our Agency is available at www.wgea.gov.au

How to prepare your application

Eligibility to apply

Applicants must be Australian citizens.

Diversity

The Agency values the contributions of people with different backgrounds, experiences and perspectives.

The Agency encourages and welcomes applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people.

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. You will find their contact details on page one of this application package.

Lodging your application

Your application should be emailed to 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.
- A **statement** outlining how your skills, experience and qualifications will help you to meet the requirements of the role. This will help the selection panel make an informed assessment of your suitability.
- Details of two **recent referees** including your current or most recent supervisor (we will seek your permission before we contact your referee)
- Any further relevant information.

Selection Panel

A selection panel (usually three people) will be formed to consider all applications and to develop a shortlist of applicants for further assessment. This assessment can take many forms but will usually include a face to face interview and could also include a short practical exercise.

Availability for interview

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 the week **commencing 25 February 2019** with offers expected to be made **within two** weeks of interview.

Position description

Position number:	23847
Position title:	Senior HR Adviser
APS Level:	APS 6
Position:	Ongoing, part-time (22.5 hrs per week)

Purpose of the position

The Senior HR Adviser provides internal client service and support for the full breadth of Human Resource activities. This includes the development of HR policies and procedures, recruitment and selection, performance management, work health and safety, diversity, workforce management and planning and employee relations. This role also provides strategic and operational advice to the Executive Team in the management of both day-to-day HRM issues and in driving organisational change.

WGEA is seeking a highly capable and experienced Senior HR Adviser who is comfortable working in a changing environment. You will thrive working at a fast pace, under limited direction in a small but supportive team, be able to apply sound judgement and juggle multiple tasks.

The Agency is embarking on a major transformation of our workplace gender reporting system. This will have a substantial impact on the work of the Agency and provides a unique opportunity for WGEA to significantly improve its systems and reconsider its processes.

As the Senior HR Adviser, you will use your knowledge and experience to gather, analyse and interpret information to propose recommendations that positively shape our workforce, drive change, and improve HR services. You will take the lead on key people related projects and initiatives including:

- the review of HR policies and procedures
- recruitment and selection of members for the reporting system project and related workforce planning
- developing a skills matrix as part of driving agile project management practices within the Agency.
- other projects as required e.g. assisting with the development of content for external reporting requirements.

To be successful in this role, you will have demonstrated experience in managing and delivering key HR projects, an understanding of performance frameworks, learning and development and employment practices, and be able to develop and maintain working relationships across the organisation.

You will have the ability to be responsive, adaptable and resourceful within a busy team. Key skills involve the ability to prioritise work, excellent communication and interpersonal skills, a strong customer service focus and the ability to work collaboratively.

Position accountabilities

This position reports to the reports to the Director and to the Operations Executive Manager.

Under limited direction you will:

- lead and/or contribute to the successful delivery of people related projects and initiatives. These may involve both operational and strategic areas of HR including workplace relations and employment conditions, performance, reporting, workforce planning, and learning and development.
- work closely with the executive and operations team to implement and continuously improve HR policies and programs or reviewing relevant policies, processes and supporting documentation.
- provide high quality strategic advice, support and education for managers and employees in a range of HR matters, including performance management, employee relations, recruitment, training and development and succession planning.
- review and implement the Agency's performance management framework, including the implementation of tailored capability development plans for all staff.

- co-ordinate recruitment, selection and employee movement throughout the Agency, including participation in interview panels and designing and delivering tailored induction programs.
- manage HR records, including development of that documentation.
- ensure that the Agency's statutory obligations in relation to HR are implemented and observed, including workplace diversity and Workplace Health and Safety policies and practices and other WR/IR requirements.
- represent the Agency and liaise with internal and external stakeholders.
- contribute to other Agency projects as required

Position requirements

- Demonstrated knowledge and experience a broad range of HR functions.
- Ability to communicate effectively with other staff at all levels, both verbally and in writing, including the ability to prepare well researched advice and briefs.
- Ability to be adaptable and resilient and to multi-task and prioritise delivery of outcomes in a fast-paced environment.
- A high level of interpersonal skills and personal integrity, particularly in relation to maintaining confidentiality.
- Sound knowledge and understanding, or the ability to quickly acquire the knowledge of legislation and procedures related to the Australian Public Service human resource management practices.
- Tertiary qualifications in HR or a related discipline is highly desirable.
- Baseline security clearance or the ability to obtain clearance.

The Agency

What we are looking for

- people who are committed to supporting and delivering change in Australian workplaces.
- people who engage with the future direction of the Agency
- flexible and adaptable people to meet immediate needs and future challenges.
- team oriented people who have energy and are determined to succeed.
- people who can make reasonable decisions and exercise judgment.
- people who are open and accountable and of high integrity.

What we offer

We value our staff and encourage our employees to be adaptable and collaborative. Our staff are key to our success. We offer:

- a culture that is committed to achieving results and values innovation
- opportunities to work on agency wide projects and collaborations
- flexible working arrangements and excellent working conditions
- attractive salary packages including generous superannuation and a range of other benefits.