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[www.wgea.gov.au](http://www.wgea.gov.au)

# Application package

<b>Position number:</b>	26739
<b>Position title:</b>	Project Manager
<b>APS Level:</b>	EL 2
<b>Position offered:</b>	Non-ongoing role for 2 years, full time (commitment to flexible working arrangements)
<b>Salary range:</b>	Package including 15.4% Superannuation available
<b>Closing date:</b>	Midnight, 28 March 2019
<b>Contact Officer:</b>	Anne Beath, Operations Executive Manager
<b>Contact number:</b>	(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](http://www.wgea.gov.au)

## About the project

WGEA 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.

WGEA is commencing work on designing and building a replacement fit-for-purpose reporting and data management system for reporting organisations. The system will allow the Agency to track and provide key insights on the data collected. The reporting framework of WGEA aims to encourage organisations to implement measures that improve gender equality outcomes while also minimise the regulatory burden on business.

The effectiveness of WGEA in achieving its mission and charter depends to a large extent on the Agency's ability to effectively administer the reporting framework, collect accurate data and report it in a meaningful and timely way. To do this the WGEA needs reporting and data management tools that are fit for purpose. It is crucial that the project delivers the necessary outcomes for WGEA to be as effective as it can be in its world-leading role in improving gender equality.

The Agency is seeking to develop a new reporting and data management system that leverages cloud-based infrastructure and commercial-off the-shelf products. As reporting requirements evolve, our system needs to be flexible to adapt and scale to meet demand.

Funding has been secured for the project and detailed discovery work to thoroughly understand the needs, preferences, pain-points and priorities of the approximately 11,000 employers that are required to annually report information to the WGEA commences early 2019.

The current reporting and data management system is coming to its end of useful life in 2019-20. Our new system is due to be delivered and operational by the start of 2021.

## Position description

### Purpose of the position

WGEA require the assistance of a skilled and experienced person who has demonstrated experience as a Product Owner and who is a certified Project Manager.

Working as part of the executive team, the Product Owner / Project Manager will be responsible for planning and developing detailed project scope, goals and deliverables for the delivery of the Agency's new reporting and data management system and execute against the plan.

The role will be responsible for overseeing a program of change that includes the transition from an existing data and reporting management system, including data migration and delivery of a new fit-for purpose reporting and data management system that is to be operational by the beginning of 2021.

This role will work with third party providers and internal and external stakeholders to design, develop and implement the Agency's new online system.

### Position accountabilities

This position reports to the Operations Executive Manager and Research and Analytics Executive Manager with a reporting line to the Agency Head. The role will manage a project team that will vary depending on the phase of the project.

Under general direction typical duties include:

- Provision of strategic advice to the Operations and Research and Analytics Executive Managers and other members of the Executive Management Team
- Representing the interests of WGEA in decisions about the products that are to be created through the project, in the role of Product Owner
- Engaging with the users and stakeholders to develop a deep understanding of requirements and needs.
- Communicating design ideas to the business and technical teams and being a steward of good decisions.
- Providing leadership and management of a multi-disciplined project team and coordinating project activities including strategic planning, budget oversight and governance functions.

- Identifying and communicating risks and opportunities and taking account of these in planning, decision making and priority setting.
- Liaison with the other government departments, relevant stakeholders, contractors and service providers
- Engaging, negotiating and sustaining working relationships on complex to very complex issues to understand and influence the stakeholder requirements
- Frequent monitoring and management of schedules, milestones and facilitating all operational checkpoint activities throughout the lifecycle of the project.
- Overseeing and ensuring project documentation for completeness and accuracy.
- Ensuring adherence to Agency and other relevant government IT policies and procedures.

## Position requirements

- Demonstrated ability to apply great relationship building skills in managing a diverse set of internal and external stakeholders to get project outcomes to drive the strategic direction of the solution and product delivery.
- Demonstrated ability to apply great analytical skills to develop workable project plans, and to manage complex ICT projects with a diverse range of stakeholders.
- Ability to define and clearly articulate the product vision and communicate this to your team, executives and other stakeholders
- Ability to communicate technical information to a nontechnical audience and to communicate business needs and business terms in a meaningful way to the development team.
- Proven ability to operate in a dynamic environment with stakeholders including software development firms, government agencies, medium and large businesses, to achieve the right balance of outcomes across all stakeholders.
- Demonstrated experience in managing product backlogs, prioritising user stories and managing the team delivering outcomes.
- Proven expertise in managing complex ICT projects, tracking, reporting and managing, and communicating clearly to senior executive on progress, objectives, risks and issues.
- Understanding of modern ICT and digital practices including Agile project management, benefits-driven planning, and user-centred design would be an advantage.
- Certifications in agile methodologies are relevant but not essential. Tertiary or equivalent qualifications in Information Technology is desirable

# WGEA

## What we are looking for

- People who support and engage with the future direction of the WGEA.
- Flexible and adaptable people to meet immediate needs and future challenges.
- People who are committed to supporting and delivering change in Australian workplaces.
- Leaders committed to creating a positive workplace culture.
- 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 are a small, values driven organisation. 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.

# How to prepare your application

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## 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](mailto: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.
- 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 1 April 2019** with offers expected to be made **within two** weeks of interview.