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www.wgea.gov.au

Data Analysis Officer – Project Role

- **Position offered:** Full-time or part-time (Contract for 3 months, immediate start.)
- **Salary range:** \$66,720 to \$72,416 (plus 15.4% Superannuation)
- **Contact person:** Janin Bredehoeft, Research and Analytics Executive Manager
- **Contact number:** (02) 9432 7000

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

About the Role

The Data Analysis Officer is an important member of the Research and Analytics team, assisting with the management of the Agency's world-leading data set and the provision of data and statistical services within the Agency. A key focus of this project role is to turn data into insightful visualisations that tell compelling stories.

Key capabilities for success in this role include experience in data visualisation, data processing activities, working with large datasets, and an ability to interpret and draw meaningful insights from data.

This position reports to the Research and Analytics Executive Manager and has no direct reports. The role also works closely with Data Insights & Analytics Manager and the Senior Data Analyst.

Under general direction the role will:

- ✦ Provide support to the Data Insights & Analytics Manager by conducting data cleaning and validation (Quality Assurance and Quality Control) to ensure that data sets are in a format suitable for the Agency's use;
- ✦ Assist with interpreting the results of data analyses to draw conclusions, as well as preparing clear written and graphical summaries of data analysis;
- ✦ Develop dashboards (in Tableau) to promote public awareness and encourage wider interaction with the Agency's data
- ✦ Create data visualisations to communicate the key trends contained in the Agency's data set
- ✦ Identify and integrate external sources (e.g. from the Australian Bureau of Statistics) that would enhance the Agency's data,
- ✦ Assist in the development of the metadata repository, including capturing and updating explanations of data.
- ✦ Expand current knowledge of developments in the relevant research literature and data

Expected capabilities

- Demonstrated experience working with relational databases, Excel, and data visualisation tools such as Tableau, QlikView, PowerBI.
- Strong quantitative and qualitative statistical analysis skills and the capacity to think analytically and identify key trends for a diverse range of stakeholders.
- Demonstrated organisational and time management skills, including the ability to manage conflicting priorities and deliver agreed outcomes within tight time frames.
- Effective interpersonal and communication skills (both written and oral) skills
- Demonstrated ability to present information in a succinct and practical manner
- Awareness of current trends, issues and practices in data analysis and visualisation

Eligibility to apply

Applicants must be eligible to work in Australia

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.

Submitting an Expression of Interest

Should you be interested in the role please submit an **Expression of Interest** outlining how your skills, experience and qualifications along with a **summary** of your work experience to recruitment@wgea.gov.au.

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 **early December 2019** with offers expected to be made **within two** weeks of interview.