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Application package

Position number:	23843
Position title:	Senior Research and Education Adviser
APS Level:	APS 6
Position offered:	Full-time or part-time, non-ongoing (Parental leave cover for 11 months commencing January 2020)
Salary range:	Salary from \$80,555 to \$92,022 plus 15.4% Superannuation
Closing date:	Midnight, Wednesday 27 November 2019
Contact Officer:	Janin Bredehoeft, Research and Analytics 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 **early-mid December 2019** with offers expected to be made **within two** weeks of interview.

Position description

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Purpose of the position

The Senior Research and Education Adviser is a key member of the Research and Analytics team that seeks to educate and influence positive change in Australian workplaces by:

- Developing and promoting informed, evidence-based research and education resources in the area of gender equality ready for public dissemination and discussion
- Collaborating strategically to build strong relationships between the Agency and its stakeholders
- Using the Agency's world leading data to position it as the leading source of information and advice on workplace gender equality issues

The Senior Research and Education Adviser will be responsible for the management and delivery of research projects, monitoring collating, and disseminating relevant gender diversity and related research, and managing internal and external research requests. This role is also responsible for creating and updating the educational resources (including online educational material, presentations).

Key projects over 2020 include:

- Reviewing the Agency's reporting questionnaire
- Supporting the review and update of the Agency's '[Guide to pay equity](#)' and the '[Guide to setting targets](#)'
- Research for the insight papers on 'Gender Segregation in the workplace', 'Gender equality in trade and supply chain', and 'Shaping workplaces of the future'

To be successful in this role you will have the ability to critically analyse new and existing gender equality literature to ensure that the Agency's education material, insight papers and submissions reflect emerging best practice in addressing workplace gender inequality.

Expected outcomes and performance goals

This position reports to the Research and Analytics Executive Manager and works collaboratively with the Education Delivery Manager.

Under limited direction the role will:

- Independently deliver on research requests from internal and external stakeholders.
- Manage and deliver key team projects and initiatives, in consultation with the Education Delivery Manager and the Research and Analytics Executive Manager.
- Provide expertise across a broad range of topics by delivering clear, considered and insightful research reports and educational tools (regular and ad hoc) suitable for public dissemination (including factsheets and insight papers).
- Monitor relevant new and existing research and ensure that the Agency's education and research material reflects emerging trends and are based on current and valid evidence.



- Build, maintain and manage relationships with external stakeholders including academics, educators and business representatives.
- Support the maintenance of the Agency's website, particularly with regards to the educational content
- Proactively identify opportunities to promote the Agency's research and education content.
- Work with cross-Agency project teams to deliver education, research and reporting initiatives as required.

Expected capabilities

You will bring the following skills and attributes to the team:

- Demonstrated track record in leading the development of research based educational resources
- Demonstrated project management experience, including co-ordination of projects within tight timelines using a proactive approach to problem solving.
- Strong verbal and written communication skills including delivering content that effectively interprets and summarises relevant research, data and literature in an accessible way. This includes the ability to make concise recommendations to the senior executive level based on robust analysis of relevant issues.
- Well-developed interpersonal skills and the ability to collaborate with and maintain strong relationships with a broad cross-section of stakeholders.
- The ability to deliver time-critical work under broad direction, with a superior attention to detail while working flexibly and co-operatively in a team.
- Extensive knowledge of issues relating to workplace gender equality and related principles concepts and practices. This includes monitoring emerging issues across government, academic research and the business community.
- A tertiary qualification in gender studies or relevant discipline is highly desirable.

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.