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www.wgea.gov.au

Application package

Please read the following information about making an application.

Position title:	Data Insights Manager
APS Level:	EL 1
Position offered:	ongoing role, full time (commitment to flexible working arrangements)
Salary range:	Salary from \$104,186 to \$112,427 plus 15.4% Superannuation
Closing date:	Midnight, Friday 3rd January 2020
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.

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 the first page 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:

- **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 13th January 2020, with offers expected to be made **within two** weeks of interview.

Position description

Position number:	23815
Position title:	Data Insights Manager
APS Level:	EL 1
Position:	Ongoing, full-time (commitment to flexible working arrangements)

Purpose of the position

The Workplace Gender Equality Agency (WGEA/Agency) is a statutory body committed to promoting and improving gender equality in Australian workplaces. Organisations in the private sector with 100 or more employees report to the Agency annually, providing powerful, unique data that creates an unprecedented picture of workplace gender equality.

The Data Insights Manager is a key member of the Research and Analytics team and supports research, data analysis and data management at the Agency.

The Data Insights Manager is responsible overseeing management of the Agency-wide data governance, data collection and storage, security and integrity. The role also develops data analysis and reports, liaises with key internal and external stakeholders, including business and government to provide high quality, specialist, integrated research and innovation information in support of the Agency's strategic goals.

To be successful in this role you will have a proactive approach to problem solving and delivery of work, well-established skills in qualitative and quantitative data analysis and proficiency in managing large volumes of complex data. You will have experience in data processing activities, working with database tools and languages, ETL tools and data conversion. Also key is a strong knowledge of research and statistical analysis, including experience in statistical analysis methodologies (including univariate and multivariate statistics and industry benchmark methodologies).

Position accountabilities

This position reports to the Research and Analytics Executive Manager. Under general direction you will:

- Develop and maintain the Agency-wide data governance/integrity program including the governance structure for ongoing data management system and data integrity issues.
- Manage the business-critical data delivery project, including data cleaning and validation (Quality Assurance and Quality Control) to ensure data integrity across all stages of data collection, manipulation and analysis. Identify, manage and report on data quality, delivery and other data related risk.
- Manage relationships with external service providers relating to data capture, analysis and analytics.
- Develop and oversee the maintenance of data processing documentation, training materials.
- Assist with the management of the data request process; providing data to both internal and external stakeholders, ensuring data is tailored to meet user needs.
- Lead the development of complex reports and KPI dashboards.
- Analyse data to provide regular insights about gender equality.
- Produce clear, considered and insightful analytical reports (regular and ad hoc) suitable for presentation to key stakeholders and to inform research directions and future Agency initiatives.
- Build and maintain supportive and productive working relationships with key partners and stakeholders around data and research related products.

Position requirements

- The ability to deliver time-critical work under broad direction, with a superior attention to detail, while working flexibly and cooperatively in a team, using a proactive approach to problem solving and delivering work.
- Strong analytical skills, particularly in relation to large, complex data sets, and demonstrated ability to use best practice research and analysis methods to achieve insights to engage and influence internal and external stakeholders.
- The ability to use and maintain a complex database, inputting to its ongoing development and problem solving.
- Experience in Data Integration, Data Quality, Data Analytics and Benchmarking, including experience in Database platforms and experience with business intelligence and statistical software (e.g. COGNOS, SPSS, and R) with advanced Microsoft Excel skills.
- The ability to build networks, negotiate, liaise and engage with a range of internal and external stakeholders.
- Strong written and oral communication skills, including the ability to deliver content that effectively interprets and summarises relevant research data and literature in an accessible way.
- An understanding of gender equality issues in the workplace.
- Baseline security clearance or the ability to obtain clearance.
- Qualifications in relevant disciplines (such as Social Sciences and/or Statistics) is desirable.

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 organisation offers a culture that is committed to achieving results and values innovation
- we are a small organisation that offers opportunities to work on agency wide projects
- we offer flexible working arrangements and excellent working conditions
- we offer attractive salary ranges and superannuation as well as a range of other benefits.