Application package

Position number:	23865
Position title:	Data Analyst
APS Level:	APS 5 ($76,254- $80,798 plus 15.4% superannuation)
Position offered:	Ongoing role Full time (or part-time as we are committed to supporting flexible working arrangements)
Closing date:	Midnight, Monday 12th April 2021 – we will review applications as they arrive.
Contact Officer:	Janin Bredehoeft, Research, Analytics and Education 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 an Australian citizen or eligible to apply for Australian citizenship.

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 (CV/Resume).
➡ A **cover letter/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(or video) 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 **late-April 2021** with offers expected to be made **within two** weeks of interview.

Position description

Position number:	23865
Position title:	Data Analyst
APS Level:	APS 5
Position:	Ongoing, full-time (commitment to flexible working arrangements)

Purpose of the position

The Data Analyst is a key role in our dedicated Research, Analytics and Education team whose primary purpose is to identify (evidence-based/data-led) research opportunities. This team uses data analysis and partnerships to inform focus areas and ensure innovation and best practice in relation to gender equality. This role contributes to the management of the Agency's world-leading data set and the provision of data and statistical services within the Agency.

Key capabilities for success in this role will be the ability to; use sound judgement and insights to validate and analyse large data sets, draw out the stories behind data in an engaging and meaningful way, apply a proactive approach to problem solving in delivery of work.

Expected outcomes and accountabilities

This position reports to the Research, Analytics and Education Executive Manager and under limited direction is accountable for:
→ using expert technical knowledge to extract data, conduct data cleaning and validation activities (Quality Assurance and Quality Control)
→ preparing datasets in a suitable format for different internal and external stakeholders
→ supporting and conducting data analysis activities, using statistical and domain knowledge (including ABS and Agency data)
→ assisting with complex report development in Tableau and KPI dashboards
→ interpreting data analysis results to draw conclusions and supporting the preparation of clear written and graphical summaries of data
→ analysing and reporting on scheme trends, drivers and their impact on the agency operations and stakeholders
→ assisting in the preparation of briefs and reports using internal and externally sourced data for a range of audiences
→ developing and maintaining knowledge of the data schemes, structures, calculations administered and conducted by the Agency
→ liaising with other areas within the Agency (e.g. the Communications and Engagement, Data and Technology teams) in response to requests for data and information, ensuring that data provided is up to date and correct.
→ responding to requests for information and data from external and internal stakeholders in a timely manner.
→ maintaining a current knowledge of developments in the relevant research literature relating to data
→ assisting with Agency-wide projects

Expected capabilities

The Data Analyst will contribute to the Agency capability by being able to:

→ apply statistical analysis and problem-solving skills with the capacity to generate innovative solutions to complex data or technical issues
→ demonstrate experience working with advanced features of Excel (e.g. writing formulae, macros and using pivot tables) and large datasets, including data cleaning, verification, and manipulation
→ able to use tools or programs such as R, Python, Tableau and Alteryx
→ synthesise information from a variety of sources and create a meaningful narrative that is relevant for a range of audiences
→ confidently present messages in a clear, concise, and articulate manner. Focusing on key points and using appropriate, unambiguous language
→ build and sustain positive relationships with team members, stakeholders and clients. Responsive to needs and changes in client and stakeholder expectations
→ work independently and flexibly, with limited supervision, analysing and using some judgement to select an appropriate course of action in a busy office environment
→ apply organisational and time management skills, including the ability to deliver time-critical work under broad direction, while working flexibly and co-operatively in a team with a strong attention to detail and accuracy. Keeping to agreed deadlines and effectively communicating changes back to relevant parties.
→ adopt a principled approach and adhere to the APS Values and Code of Conduct. always Acts professionally and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in internal forums

Required Technical Skills
→ Technical proficiency in using databases (using SQL), statistical analysis packages (Python, R, etc.) and data visualisation tools (e.g. Tableau)
→ Advanced Microsoft excel capabilities
→ Baseline Security clearance or the ability to obtain clearance
→ Qualifications in relevant disciplines (such as Social Sciences or Statistics) desirable
→ An understanding of gender equality issues in the workplace is 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.