



# Application package

<b>Position title:</b>	<b>Executive Assistant</b>
<b>APS Level:</b>	APS 5 (\$76,254 pa to \$80,798 plus 15.4% superannuation)
<b>Position offered:</b>	Non-ongoing role (13-month parental leave cover) Full-time (we are committed to supporting flexible working arrangements.)
<b>Closing date:</b>	Sunday 11 <sup>th</sup> July 2021 by 11:59pm (midnight) – we will review applications as they arrive.
<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)

# How to prepare your application

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## 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](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 (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 **mid to late July 2021** with offers expected to be made **within two** weeks of interview.



# Position description

<b>Position number:</b>	23867
<b>Position title:</b>	Executive Assistant
<b>APS Level:</b>	APS 5
<b>Position:</b>	Non-ongoing - Parental leave coverage for 13 months, full-time (commitment to flexible working arrangements)

## Purpose of the position

Reporting to the Agency Director the Executive Assistant is responsible for providing the highest standard of comprehensive executive and administrative support to the Agency Director as well as co-ordinating and managing ministerial liaison and secretariat functions for the Agency.

This role is part of the Agency Operations team whose purpose is to provide foundational, professional support to the Agency as a whole, ensuring organisational effectiveness across Financial Management, Human Resources Management, Executive and Corporate Support, and Agency Governance.

This role maintains excellent working relationships internally and externally, liaising with a diverse range of people while maintaining a high level of professionalism. The position requires a proactive approach, the ability to exercise judgement and discretion and the ability to manage competing pressures and time demands.

## Expected outcomes and accountabilities

This role primarily reports to the Director with partial reporting to the Operations Executive Manager. This role requires limited direction and is responsible for:

- providing high-level executive support to the Director, including diary and email management.
- supporting strategic engagement by the Director including stakeholder liaison, Director's speeches, co-ordinating external engagements, events, and general administration support.
- co-ordination of ministerial and parliamentary liaison, including correspondence, Senate Estimates briefs, Questions on Notice and other necessary reports and briefs.
- managing the Directors travel arrangements, being able to manage complex and changing diaries, including scheduling, negotiating appointments and meetings and organising associated and supporting documentation including travel arrangements and maintenance of records.
- provide ad hoc support as required across the Agency as it concerns the Agency Director.
- coordinate executive meetings and other secretariat activities for the Agency.
- attend to a broad range of enquiries from executive team, identifying needs and redirecting as appropriate.
- provision of mentorship and advice to the Corporate Support Officer, including assisting with coordination and oversight of building and general office management.
- high level administrative support to the Operations Executive Manager, including project administration, co-ordinating information for Agency reporting requirements, and governance.
- provide lunchtime or adhoc coverage for Agency general phone line.
- maintaining skills in the Agency's CRM system to effectively update and maintain records and customer support cases.
- providing reporting support during peak reporting submission periods which includes monitoring and prioritising incoming communications, responding or reallocating where required.
- contributing to other Agency projects as required.

## Expected capabilities

- Provide a high level of executive assistance at Executive Director (or equivalent) level within an executive office environment with limited supervision.
- Demonstrate strong interpersonal, liaison, and communication skills combined with the ability to sustain effective relationships with a broad cross-section of stakeholders and the ability to exercise judgement, discretion, and maintain confidentiality.



- Apply excellent organisational skills, including the ability to work under pressure, set priorities and meet competing deadlines with a high degree of commitment and initiative within a small office environment.
- Proven administration skills including analytical and decision-making skills, accuracy and attention to detail and advanced computer skills, particularly in the use of the MS Office suite.
- Confidently present messages in a clear, concise, and articulate manner. Focusing on key points and using appropriate, unambiguous language.
- Work independently and flexibly, with limited supervision, analysing and using some judgement to select an appropriate course of action in a busy office environment
- Adopt a principled approach and adhere to the APS Values and Code of Conduct. always Act professionally and operate within the boundaries of organisational processes and legal and public policy constraints. Operate as an effective representative of the organisation in internal and external forums.

### Required technical skills

- Substantial previous experience supporting a Chief Executive or executive manager
- Advanced Microsoft suite capabilities
- Baseline Security clearance or the ability to obtain clearance.

## 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.