



Application package

Position title:	Executive & Project Assistant
APS Level and salary package:	APS 5 - Salary package from \$91,282 – \$96,722 (including 15.4% superannuation)
Position offered:	14 months parental leave coverage, full-time (or part-time as we are committed to supporting flexible working arrangements)
Location:	Level 7, 309 Kent St, Sydney, CBD
Closing date:	Wednesday, 30 November 2022 – we will review applications as they arrive
Contact Officer:	Anne Beath, Operations Executive Manager
Contact number:	(02) 9432 7000

About the Agency

The Workplace Gender Equality Agency (WGEA/Agency) is the Australian Government's agency charged with promoting and improving gender equality in Australian workplaces, through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. Our Agency was established by the *Workplace Gender Equality Act 2012* (Act).

Our Agency has two distinct functions: a regulator and driver of change. In our regulatory role we administer the Act which requires all non-public 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. The Agency is also in the process of expanding to collect gender equality data from the federal and state and territory public sectors.

As a driver of change our Agency seeks to motivate, educate and support improved gender equality in Australian workplaces by promoting evidence-informed public discussion and understanding of gender equality, collaborating strategically to build strong relationships and tailored interventions between the Agency and its stakeholders, and 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 opportunity

Our Agency is entering an exciting new chapter as we seek to deepen our impact, expand our reach and accelerate the rate of change. This role will support the work of the executive team, the visibility of delivery of projects and initiatives and coordinate information management improvements across the Agency.



Position description

Position title:	Executive & Project Assistant
Location:	Sydney CBD
APS Level:	APS 5
Team:	Operations
Position:	14 months non-ongoing (parental leave cover), full-time or part-time

Purpose of the position

The Executive and Project Assistant is part of a high performing Operations team at our Agency. The team is responsible for driving Agency planning and governance, enabling effective resource management including workforce management, finance and corporate activities, collaboration, and information management.

The Executive and Project Assistant facilitates seamless Agency operations by providing responsive and professional executive and secretariat support, Ministerial/Parliamentary liaison and coordination together with support for visibility of project tracking and interdependencies across business units.

The Executive and Project Assistant reports to the Operations Executive Manager and works with the Chief Operating Officer and assists the Executive Management team by providing high quality administrative and executive support. This role maintains good working relationships internally and externally, liaising with a diverse range of people and requires a proactive approach, the ability to exercise judgement and discretion and the ability to manage competing pressures and time demands.

In addition to having excellent administrative and organisational skills, this role will require a capability to develop improved practices in information management, coordinate a project to refurbish components of our office to incorporate capacity for additional staff and facilitate collaboration between stakeholders.

Expected outcomes and accountabilities

This position reports to the Operations Executive Manager and is responsible for:

- executive support to the Chief Operating Officer, including diary and email management, stakeholder liaison, co-ordinating external engagement and general administration support.
- administrative support to the Executive Team, including assisting with the co-ordination and distribution of status updates on project plans and business plan deliverables, maintenance of project collaboration tool content and assisting with meeting papers.
- high level administrative support to the Operations Executive Manager and Operations Team, including project administration, co-ordinating information for Agency reporting requirements and governance.
- providing Agency secretariat support.
- co-ordination of Ministerial liaison, correspondence and briefs.
- Departmental and Parliamentary liaison and co-ordination of Senate Estimates briefs and Questions on Notice.
- organisation of travel bookings including liaison with providers and maintenance of audit records.
- coordination of building refit project and information management and record keeping improvement project.
- assistance with across Agency administration tasks and projects.
- daily telephone relief and high level telephone support during peak periods.

Expected capabilities

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

- Experience in providing a high level of executive assistance at Executive Director (or equivalent) level within an executive office environment.



- Strong interpersonal, liaison, and communication skills combined with the ability to deal effectively with stakeholders and staff at all levels and the ability to exercise judgement and discretion and maintain confidentiality.
- 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.
- A principled approach and adherence to the APS Values and Code of Conduct.
- Baseline security clearance or the ability to obtain clearance (this includes being an Australian citizen).

The Agency

What we are looking for:

- people who are committed to Gender Equality 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
- leaders committed to creating a positive workplace culture
- team oriented people with energy and a determination to succeed
- people who can make sound decisions and exercise sensible 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
- roles that have a direct connection to strategic outcomes
- flexible working arrangements, including hybrid working, and excellent working conditions
- modern offices in Sydney CBD
- attractive salary packages including generous superannuation and a range of other benefits.

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.

Applications close Wednesday 30 November 2022

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