



Application package

Position title:	Chief Operating Officer
APS Level and salary package:	SES Band 1 – Expected range from \$206,000 – \$245,000 (including 15.4% superannuation)
Position offered:	Ongoing full-time
Location:	Sydney, CBD
Closing date:	2 November 2022
Contact Officer:	Lee Boztepe, Senior HR Adviser
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 influence improved gender equality in Australian workplaces. This is done by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating and advising to build strong relationships between the Agency and employers 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. The creation of this role is critical for supporting the continued development, implementation and delivery of high impact strategic solutions to accelerate the rate of gender equality change in Australian workplaces through building internal capability and capacity and the management of the outcomes of four Agency functions.

Position description

Position title:	Chief Operating Officer (COO)
Location:	Sydney CBD
APS Level:	SES Band 1
Team:	Executive
Position:	Ongoing full-time

Purpose of the position

The Agency is significantly expanding our remit and growing our team. In recruiting a COO, we recognise the need for additional executive leadership capability to ensure we effectively utilise all the mechanisms, tools and resources we have to accelerate the rate of improvement in gender equality in Australian workplaces.

As Chief Operating Officer (COO) you will lead four core Agency teams:

- Reporting and Technology,
- Data Governance and Analytics,
- Communications and Campaigns, and
- Operations

This involves strategic and operational leadership covering gender equality reporting, data oversight and insights, communications, governance, risk management, technology and security, human resources and compliance with our Act. This role oversees ongoing strategic operations, internal procedures, as well as shaping organisational culture through leadership that instils passion for our mission and striving for excellence in everything we do.

As COO you will also be responsible for providing high level strategic advice and support to the WGEA Director and contributing as a member of the executive leadership team to the strategic direction, leadership, development and management of the Agency as a whole.

To be a strong contender for this important and challenging position you will need to be forward thinking, self-motivated, resilient and adept at building relationships in a broad, complex and fast-paced environment. You will be able to contribute to and communicate the strategic direction of the Agency. Your strong leadership credentials, interpersonal skills and ability to engender trust and respect will be complemented by sound judgement, a strong focus on results, and the ability to effectively address complex issues and build organisational capability.

Expected outcomes and accountabilities

The COO reports to the Director of WGEA and is accountable for:

- providing strategic and operational leadership to a diverse range of high-performance managers and their teams, to achieve key outcomes within agreed budgets that support the improvement of gender equality. This includes:
 - ✓ ongoing improvement of the reporting experience for employers including the reporting platform, communications and processes
 - ✓ exemplary data security and governance
 - ✓ identification and effective communication of insights from data collected through gender equality reporting
 - ✓ delivery of effective communications campaigns that motivate employers to drive change and that educate the broader public
 - ✓ establish, oversee and deliver the annual budget, and
 - ✓ oversee targeted workforce planning, training and development



- leading the development, implementation, and effective communication of Agency policies, procedures and guidelines
- collaborating across Government, as relevant, including about data, technology and governance
- leveraging and sustaining productive working relationships across the teams
- delivering on governance, risk and compliance requirements and overseeing the measurement and effectiveness of all internal and external processes
- assisting the Director in the strategic leadership and operating management of the Agency
- attending, where required, Senate Estimates and other high level stakeholder meetings and representing the Agency with employers, stakeholders, government and media.
- holding the role of Chief Financial Officer and Chief Security Officer for the Agency.

Expected capabilities

- a commitment to Gender Equality and a passion to improve it in Australian workplaces.
- demonstrated capabilities to lead and manage operational areas and contribute to strategy development at a Senior Executive Level.
- established leadership skills that inspire and motivate teams to deliver the Agency's new strategy, creating a common purpose and direction and supporting the work of the entire Agency.
- advanced management capabilities, delivering quality results, within budget, tight timeframes and across multiple stakeholders
- ability to cultivate productive working relationships by managing performance, valuing diversity, providing constructive and respectful feedback to encourage and enable performance excellence and leading by example.
- good understanding of processes and requirements of Government Agencies
- confidently presents messaging including persuasive public presentation and facilitation skills.
- demonstrated achievement of results and ability to influence, negotiate and communicate to build and maintain effective and collaborative internal and external relationships.
- demonstrated resilience, composure, and a positive outlook in an environment of potential uncertainty and ambiguity.
- specialised skills and/or knowledge which is supplemented by substantial, relevant work experience in corporate functions.
- a principled approach and adherence to the APS Values and Code of conduct
- Baseline Security clearance - 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 Tuesday 2 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 **mid to late November** with offers expected to be made **within two** weeks of interview.