



Application package

Position title:	Manager – Capacity Building
APS Level and salary package range:	EL1 - Package from \$127,214 to \$137,276 (this includes 15.4% superannuation)
Position offered:	Ongoing role. Full time (we are committed to supporting flexible working arrangements)
Location:	Level 7, 309 Kent St, Sydney CBD
Closing date:	10am, Wednesday 28 September – we will review applications as they arrive.
Contact Officer:	Anne Beath, Operations Executive Manager
Contact number:	(02) 9432 7000 or email recruitment@wgea.gov.au

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 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. The Agency is also in the process of expanding to collect 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 by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating strategically to build strong relationships and support 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. This role in our newly created Capacity Building team is responsible for working collaboratively with employers to analyse the state of gender equality in their organisations, identify opportunities for improvement and provide practical and relevant strategies and support to implement change.



Position description

Position number:	51304
Position title and APS level:	Manager – Capacity Building – Executive Level 1
Team:	Capacity Building
Status:	Ongoing, full-time or part-time (commitment to flexible working arrangements)

Purpose of the position

The Capacity Building team's purpose is to deliver support to employers to accelerate action on gender equality. This primarily focusses on working with employers to analyse the state of gender equality in their workplace and help them to develop and implement strategies to bridge the gaps. It also includes encouraging employers to implement leading practices and be recognised as an Employer for Choice for Gender Equality. The team will develop, manage, utilise, and grow the Communities of Practice (COP) platform to mobilise action, generate communities and deliver learning opportunities as well as provide direct advice to employers.

The Manager is accountable for contributing to and implementing a strategy to deliver new effective ways of identifying and engaging with employers directly and via the WGEA Communities of Practice. The role will help develop and implement employer engagement, analysis and advisory strategies that target employers in alignment with the Capacity Building Team business plan and will work directly with employers to support their development and implementation of strategies to drive change and bridge their gaps. It will also develop a plan and work with employers, building their capacity to implement changes from the Review of the WGEA Act, including pay transparency, new gender equality indicators and new standards, including setting and meeting targets.

Expected outcomes and accountabilities

Reporting to the Capacity Building Executive Manager, this position is accountable for:

- working directly with employers to help them analyse their status, identify areas of opportunity for improvement in gender equality and developing and implementing strategies to address them.
- developing and maintaining relationships with key employers and employer groups, including but not limited to private and public sector reporting organisations, industry associations and peak groups.
- applying extensive knowledge of reporting organisations and industries to contribute to the development and implementation of pay gap transparency, GEI target setting and employer capacity building strategy.
- identifying relevant and appropriate employer segmentation, prioritisation, and education strategies for each identified employer group to drive gender equality action and develop metrics to track progress.
- using extensive employer and peak relationships to support the establishment and successful operation of the Community of Practice to build a place of learning and knowledge sharing that employers trust and use.
- driving the utilisation of resources and tools and effectively and persuasively presenting to targeted audiences.
- reporting on strategy/plan outcomes and/or risks to the appropriate management channels as needed—escalating issues as necessary based on the Capacity Building business plan.
- collaborating with the Leading Practice team to motivate employers to develop leading practice and apply for the EOCGE citation
- establishing a framework to gather feedback from organisations and peak/industry groups and present insights to relevant internal stakeholders.
- contributing to the development of government reporting requirements for the Agency including but not limited to ministerial briefings and other Agency projects as required.



Expected capabilities

- a commitment to Gender Equality and a passion to improve it in Australian workplaces
- ability to develop, implement and evaluate employer gender equality strategies with a focus on providing advice, building sustainable relationships, and engaging with a wide range of employers and peak/industry groups.
- a well-developed understanding of gender equality issues in the workplace with the ability to quickly learn about new subject matter in detail.
- a good understanding of the drivers and levers for organisational, behavioural and cultural change.
- demonstrated experience working with employers and delivering initiatives over a sustained period.
- a strong capability to engage and manage relationships with a wide range of employers, understand your 'audience' and apply highly developed interpersonal, and networking skills to achieve outcomes.
- ability to work as part of a team, provide direction and guidance to team members when needed and to utilise the skills and resources of other WGEA teams to achieve outcomes.
- excellent written and verbal communication skills including demonstrated ability to confidently present messages in a clear, concise manner and to tailor communication style to suit the audience. This includes public presentation and facilitation skills.
- demonstrated project management experience, including co-ordination of complex projects within tight timelines using a proactive approach to problem solving.
- work independently and flexibly, with limited supervision and in an evolving team environment, this includes taking a proactive approach and personal responsibility for achieving quality outcomes and demonstrated success operating effectively in both defined and ambiguous environments.
- apply exceptional organisational and time management skills, including the ability to deliver time-critical work under broad direction, while maintaining attention to detail and accuracy.
- local and interstate travel as required to carry out some of the duties listed above (using technology in first instance where able).
- display a high level of computer literacy, particularly the Microsoft suite of programs and databases
- a principled approach and adherence to the APS Values and Code of Conduct.
- hold or obtain Baseline Security 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.
- team oriented people who have energy and are determined to succeed.
- people who can make reasonable decisions, think critically and exercise sound 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 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 able to obtain Baseline Security Clearance (this requires being an **Australian citizen**).

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 10am Wednesday, 28 September

Late applications

Late applications will not be accepted unless exceptional circumstances exist.

Preparing your application

You should include the following information in your application:

- A **summary** of your work experience (CV/Resume), which includes your **personal contact details**.
- 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 may 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 October** with offers expected to be made **within two** weeks of interview.