



# Application package

<b>Position title:</b>	<b>Senior Adviser – Capacity Building</b>
<b>APS Level and salary range:</b>	APS6 – Package from (\$98,360 – \$112,362 including 15.4% superannuation)
<b>Position offered:</b>	Ongoing, full time (we are committed to supporting flexible working arrangements)
<b>Location:</b>	Level 7, 309 Kent St, Sydney CBD
<b>Closing date:</b>	<b>10am Friday 7 October</b> – we will review applications as they arrive.
<b>Contact Officer:</b>	Anne Beath, Operations Executive Manager
<b>Contact number:</b>	(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 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](http://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 Capacity Building team is responsible for working collaboratively with employers to analyse the state of gender equality in organisations and providing practical and relevant strategies to bridge the gap. The team will develop, managing and grow the Communities of Practice (COP) platform to mobilise action, generate communities and deliver learning opportunities to employers across Australia.



# Position description

<b>Position number:</b>	51267
<b>Position title:</b>	Senior Adviser – Capacity Building
<b>APS Level:</b>	APS 6
<b>Team</b>	Capacity Building
<b>Position:</b>	Ongoing, full-time or part-time (committed to supporting 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 at an organisational level and support the development and implementation of strategies that make a positive difference across gender equality indicators. This 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. This includes mobilising effective support and learning communities, assisting employers to shape evidence informed actions and strategies and giving direct advice and expert guidance to employers in ways that have impact.

The Senior Adviser is responsible for delivering new and effective ways of engaging with employers in a direct advisory capacity, utilising best practice tools and resources as well as developing, utilising, and growing the Community of Practice platform. This role will assist with analysis of targeted cohorts of employers and will work with employers to develop and implement policies and practices to drive change and bridge their gaps. Also, this role will contribute to the Agency's private and public sector compliance gender equality reporting work and Employer of Choice for Gender Equality Citation (EOCGE) program by providing back-up support for complex cases during the peak periods each year.

## Expected outcomes and accountabilities

The Senior Adviser reports to the Capacity Building Executive Manager and is accountable for:

- providing expert knowledge to guide employers about how to achieve gender equality, assisting them to analyse their status, identify areas of opportunity and how to implement improved practice in their organisations.
- producing clear, considered and insightful analysis suitable for presentation to employers, key peak groups and industry associations on Gender Equality outcomes
- monitoring emerging practices and programs to review and develop the Agency's capacity building framework, tools, and resources
- contributing to the development of a capacity building strategy, an employer engagement model and implementation plan
- giving feedback on and supporting the updating and delivery of the Agency's educational materials, tools and resources
- supporting the establishment and utilisation of a WGEA Community of Practice to help drive change
- delivering, where required, expert advice and support to employers on the requirements of the *Workplace Gender Equality Act 2012* to enable completion and submission of their private and public sector gender equality reports via the CRM.
- Delivering, where required, professional expertise to assess Leading Practice program applications and providing guidance and support to employers on their eligibility for programs
- local and interstate travel as required to carry out some of the duties listed above (using technology in first instance where able)
- contributing to other Agency projects as required



## Expected capabilities

- a commitment to Gender Equality and a passion to improve it in Australian workplaces
- demonstrated experience working with employers, understanding the drivers and levers for organisational behavioural and cultural change and delivering initiatives over a sustained period.
- well-developed knowledge on improving gender equality outcomes in a range of workplaces
- strong analytical, investigative and problem-solving skills to determine gender equality maturity in industries or employers and utilise tools and resources to promote and drive action.
- capability to engage and manage relationships with a wide range of employers and other stakeholders, understand your “audience” and apply highly developed interpersonal, and networking skills.
- strong written and verbal communication skills which includes a demonstrated ability to engage, facilitate, and deliver on relevant strategies and plans.
- ability to work as part of the team and to utilise the skills and resources of other WGEA teams (particularly Leading Practice, Research & Education and Data Analytics).
- ability to motivating employers to embrace leading practice and become an EOCGE citation holder.
- generating new ideas, overcoming barriers to achieve results and developing a deep understanding of current trends, issues and policies relating to capacity building in gender equality in the workplace.
- work independently and flexibly, with limited supervision, this includes taking a proactive approach and personal responsibility for achieving quality outcomes.
- apply strong organisational and time management skills, including the ability to deliver time-critical work under broad direction, while maintaining attention to detail and accuracy.
- 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
- leaders committed to creating a positive workplace culture
- team oriented people with energy and a determination to succeed
- people who can make sound 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, including hybrid work 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](mailto:recruitment@wgea.gov.au).

## Applications close 10am Friday 7 October

## 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 **late-October** with offers expected to be made **within two** weeks of interview.