



# Application package

<b>Position title:</b>	<b>Data Executive Manager</b>
<b>APS Level and salary range:</b>	EL2 - Package from \$148,164 to \$168,785 (this includes 15.4% super)
<b>Position offered:</b>	Ongoing role. 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, 28 September 2022</b> – we will review applications as they arrive.
<b>Contact Officer:</b>	Janin Bredehoeft, Research and Education 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 for both women and men 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 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)

## 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. To deepen our capacity to drive change, a standalone data team is being formed with a new Executive Manager to lead the Agency's analytical capability. This role will provide quality advice, analysis and modelling on topics with the aim of transforming Australian workplaces to reflect best practice in gender equality.



# Position description

<b>Position title:</b>	Data Executive Manager
<b>APS Level:</b>	EL2
<b>Location:</b>	Sydney CBD
<b>Team:</b>	Data Analytics
<b>Position offered:</b>	Ongoing full time (we are committed to supporting flexible working arrangements)

## Purpose of the position

WGEA has a world-leading longitudinal dataset which underpins our work with employers, our research and our advocacy. To deepen our capacity to drive change a standalone data team is being formed with a new Executive Manager to lead analysis, insights and the team as a whole.

The Executive Manager will build and lead WGEA's analytical capability through providing an array of services including quality advice, analysis and modelling on topics relevant to the Agency and our stakeholders. As a data leader, with demonstrated experience in data governance and analytics the successful candidate will be a trusted participant in WGEA's Executive and ensure best practice in managing the Agency's unique and expanding data set. The role has a strong focus on developing and supporting WGEA's strategy by leveraging our data capability to influence gender equality change in Australian workplaces.

The Data Executive Manager will be responsible for managing the newly formed Data Analytics team, overseeing the data warehouse, the data strategy privacy and security and analysis and delivery of reporting data and insights for both the public and private sector.

This is a role that requires both leadership skills to manage the small team and the ability to "get on the tools", undertaking detailed data analysis and the development of insights.

## Expected outcomes and accountabilities

Reporting to the Chief Operating Officer, this position is accountable under broad direction for:

- Developing an overall data strategy and providing strategic leadership and practical implementation of data collection, analysis and release, as a tool to drive change within employers and ensure the Agency successfully delivers accelerated improvement for gender equality in workplaces.
- managing data as a strategic asset and operationalising best practice data governance and policies, oversight of the data warehouse, data quality and other controls to sustain integrity and comply with security and privacy requirements.
- delivering projects in line with the Agency's data strategy, including delivering employer benchmark reports, implementing data sharing processes taking into account the associated risks and the Agency's legislative requirements.
- ensuring the accuracy and validity of data in Gender Equality Reporting submissions
- conducting point in time and trend investigations for both the public and private sector to inform our regular data releases.
- developing projects to improve data release, visualisations, and interactive dashboards to maximise effective communication of insights to a variety of external and internal audiences.
- reviewing and updating data outputs, effectively communicating insights to the Agency Director and the wider Executive and WGEA team.
- collaborating with and managing data sharing and requests from government, employers, researchers and advocates



- leading a high performing Data Analytics team that collaborates with all other Agency teams to support delivery of gender equality reporting, assisting employers with their gender data analysis and the public release of data and insights.
- evaluating performance of the team and refining the Agency's data strategy and approach.
- contributing to the overall Agency strategy and operations by working as part of the Executive Team.

## Expected capabilities

- a commitment to Gender Equality and a passion to improve it in Australian workplaces.
- demonstrated experience to lead a Data team, including encouraging the team to focus on innovative ways of meeting operational objectives through thorough data analysis and reporting, fostering a culture of service delivery and continuous improvement.
- advanced project management capabilities, working within budget, tight timeframes and across multiple stakeholder groups.
- demonstrated experience providing high quality data analysis and visualisations and delivering related initiatives over a sustained period.
- experience in developing data governance frameworks and data management policies.
- highly developed interpersonal and networking skills including developing productive working relationships and working collaboratively internally and externally to successfully deliver against organisational goals and tight deadlines
- demonstrated experience in building, testing, implementation and management of data warehouses with understanding of SQL, Alteryx and Visual Analytics
- being a champion of data literacy within the Agency
- strong stakeholder engagement capability with an ability to know and understand your "audience"
- excellent communication skills including demonstrated ability to confidently present data driven insights in a clear, concise manner and to tailor communication style to suit the audience.
- demonstrated experience in making decisions based on highly developed professional judgement, evaluating risk in a complex and changing environment.
- 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 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

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## 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](mailto:recruitment@wgea.gov.au).

## Applications close 10am, Wednesday 28<sup>th</sup> of 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:

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