



Application package

Position title:	Education and Research – Executive Manager
APS Level and salary range:	EL2 - Package from \$148,164 to \$168,785 (this includes 15.4% super)
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, 23 November 2022 – we will review applications as they arrive.
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 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 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, 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. Working as part of the executive team, the Education and Research Executive Manager will use their knowledge and the emerging evidence base to develop educational materials and tailored tools and resources to enhance the capacity of employers to assess their readiness for change and implement new approaches to improve gender equality.

Position description

Position title:	Education and Research Executive Manager
APS Level:	EL2
Location:	Sydney CBD
Team:	Education and Research
Position offered:	Ongoing full time (we are committed to supporting flexible working arrangements)

Purpose of the position

WGEA has been instrumental in the improvements in gender equality in workplaces over the past 10 years. The Education and Research team is responsible for developing and driving the Agency's reach and impact with stakeholders through producing purposeful, evidence informed reports, tools and education that leverage research and contemporary analysis of our world class data.

The Education and Research team's purpose is to develop and deliver education programs, resources and tools to inform and equip employers to improve gender equality; translating best practice and the evidence base into practical applications that will make a difference. The team will also identify and establish evidence-based, data-led research opportunities to enhance our areas of focus and promote effective innovation in relation to gender equality for medium and large employers.

This Executive Manager will draw on their deep subject matter expertise, our data and the contemporary evidence base on the barriers and pathways to gender equality in the workplace to deliver insights and tools for the Agency and employers. They will manage strategic partnerships and projects relating to education and research, lead collaborative efforts across the Agency and be responsible for managing the Education and Research Team.

This role will also lead work to implement imminent changes to the *Workplace Gender Equality Act 2012* resulting from the recent Review of the WGE Act and has responsibility for determining and defining the Agency's gender equality reporting questionnaire content and other data collection points and providing the education materials to support employer reporting.

In addition to having deep subject matter expertise and strong communication capabilities, this role will require a capability to develop new education and research programs and understand the drivers of behavioural and culture change in organisations.

Expected outcomes and accountabilities

Reporting to the Agency Director, this position is accountable under broad direction for:

- providing strategic leadership on education, research, policy and the national and international environment to ensure the Agency successfully delivers accelerated improvement in gender equality in workplaces.
- making decisions of major significance to the Agency by developing, implementing and managing the strategy and budget for the Education and Research functions of the Agency
- leading the Education and Research team, defining and providing the strategic direction including developing business plans, performance standards and implementing projects for the work area that will ensure the attainment of the critical results expected.
- leading a team that collaborates with across the Agency to co-design new projects and programs, supports delivery of expanded gender equality reporting and the effective development, dissemination and utilisation of resources to assist employers to improve gender equality in their workplace.

- initiating, establishing and maintaining strong relationships with a broad range of stakeholders (including employers, research providers, academics, government agencies, and gender equality advocates), representing and promoting the agency's mission and communicating on behalf of the Agency.
- overseeing the development, design, delivery and dissemination of rigorous, evidenced-based education and research resources, publications and seminars that leverage the Agency's world leading data set and help accelerate change.
- identifying themes, insights and effective interventions and practices emerging from WGEA's gender equality reporting data and assisting in their effective public communication
- the content and education relating to WGEA employer annual reporting requirements including defining and evaluating reporting matters, voluntary reporting to ensure program evolution, implementation of new gender equality indicators and a comprehensive knowledge hub, while understanding the opportunities and limitations of our legislative remit
- evolution of the content of the reports provided to private and public employers that assists organisations to make sense of their current state and data outcomes and highlight pathways and opportunities for progress and change
- working with Federal and State government agencies to establish public sector reporting and other policy initiatives
- producing clear, considered and insightful analysis suitable for a wide range of stakeholders on Gender Equality, including submissions to Government and Parliamentary inquiries and to inform future Agency initiatives.
- representing the Agency in external forums including media where required.
- Effectively and collaboratively contributing to the overall Agency strategy and operations by working as part of the Executive Team.

Expected capabilities

The Education and Research Executive Manager will:

- have a deep commitment to and understanding of Gender Equality and a passion to improve it in Australian workplaces
- build sustainable relationships and partnerships with a wide range of organisations, using highly developed interpersonal, networking, client liaison and entrepreneurial skills.
- apply a highly developed specialist understanding of gender equality issues and metrics in the workplace with the ability to quickly learn about a new subject matter in detail.
- be strategic, analytical and systematic in the creation of new knowledge and its application to drive change. Innovative. Experienced in the determination of education and research goals and the method by which the research will be conducted.
- demonstrate experience to lead a team, encouraging the team to focus on innovative ways of meeting operational objectives and fostering a culture of continuous improvement.
- have advanced project management capabilities, working within budget, tight timeframes and across multiple stakeholders
- a good understanding the drivers and levers for organisational behavioural and cultural change
- 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 experience in making decisions based on highly developed professional judgement, evaluating risk and in the context of a complex and changing environment.
- tertiary qualifications relevant to the role, preferably at a postgraduate level. (Research Masters or PhD is highly regarded); or an equivalent level of knowledge gained through any combination of education, training and/or work experience.
- 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

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 23rd of November

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 an online interview and 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.