



# Application package

<b>Position title:</b>	<b>Capacity Building Manager</b>
<b>APS Level:</b>	Executive Level 1
<b>Salary package:</b>	\$136,272 to \$147,051 (base salary from \$118,087 to \$127,427 plus 15.4% superannuation)
<b>Position offered:</b>	2 x Ongoing full-time positions Options for full time or part time/ job share. Hybrid work arrangements available for all staff.
<b>Office location:</b>	Level 7, 309 Kent St, Sydney CBD
<b>Closing date:</b>	Sunday , 4 <sup>th</sup> August 2024 at 0900am
<b>Contact Officer/s:</b>	Dr. Samone McCurdy – Capacity Building Executive Manager
<b>Contact number:</b>	(02) 9432 7025

## About the opportunity

We are looking for dynamic professionals with the drive and capacity to make a material difference to closing the gender pay gap and supporting our reporting employers to build purposeful, gender equal experiences across their workforce.

You will thrive in this role by bringing your previous employment experience working in human resources, diversity and inclusion or organisational development. Your advanced understanding of workplace gender equality and the contemporary employment practices that drive this coupled with facilitation and communication savvy, will be highly regarded.

### The team

The Capacity Building team delivers development programs and advisory services to WGEA's reporting employers. We drive deeper, more effective action on gender equality, directly supporting employers through their strategic gap analysis, leadership capability development and other evidence informed insights via our employer advisory service, industry level strategy and engagements, and our targeted workshops and learning programs.

We work across all levels of the workplace that contribute to employee experience and quality governance - including Boards and C-suite, line managers, human resources, and diversity and inclusion professionals. Additionally, we work with industry groups and peak bodies to develop sector specific competencies, practices, and strategies that together, deliver more gender equal experiences for all employees and enhance business and stakeholder outcomes.

# About our Agency

The Workplace Gender Equality Agency (WGEA/Agency) is the Australian Government's key 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)*.

WGEA's ambition to accelerate progress towards workplace gender equality. We are a small unique agency with a big agenda. Read more about the recent WGEA reforms on our [website](#)

At WGEA you will be part of a team of high achievers who are passionate, friendly, and fun. We understand what working flexibly means. We pride ourselves on being a respectful, diverse, and inclusive community. We encourage and welcome applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people.

## What our Agency looks for

- people who are committed to supporting and delivering change in Australian workplaces (our purpose).
- flexible and adaptable people to meet immediate needs and future challenges.
- team oriented people who have energy and are determined to succeed.
- people who are open, service orientated, accountable, of high integrity, and can operate based on impartial evidence (our Values).

## What we offer

We value each team members contribution and offer:

- a culture that is committed to our purpose and getting results, recognises achievements, and values innovation.
- opportunities for team members to work on agency wide projects and encouraging everyone to be adaptable and collaborative.
- flexible working options that empower you to model a working day and/or environment that brings out the best outcomes from you. Whether that is working from our modern offices in Sydney CBD or from home each team members working day can be different
- attractive salaries and superannuation (15.4%) as well as a range of other benefits.
- a culture and leadership team that believe in diversity and inclusion.

Further information about our Agency is available at [www.wgea.gov.au](http://www.wgea.gov.au)

# Position description

Position number:	55671
Position title:	<b>Capacity Building Manager</b>
APS Level:	Executive Level 1
Position:	Ongoing full-time positions x 2 (will also consider part-time/job share). Flexible working arrangements available.

## The role

The Capacity Building Manager role reports to the Capacity Building Executive Manager and is responsible for making a material difference to closing the gender pay gap by supporting our reporting employers to build purposeful, gender equal experiences across their workforce.

## The key duties of the position include:

- ✓ Providing expert gender equality advice and guidance on integrating gender equality into workplace, policies, and practices.
- ✓ Supporting and collaborating with employers to implement effective gender equality practices including assessing the current status of their practices, policies, and action gaps.
- ✓ Developing effective strategies and action plans tailored to the current and future needs of the employer's business.
- ✓ Designing and delivering 'best in class' workshops, masterclasses, presentations and seminars, in person and online to guide and build capacity on gender equality in the workplace.
- ✓ Drawing on research and analysing for best practice, industry-specific and /or new and emerging gender equality policy trends, and practices for broader implementation.
- ✓ Monitoring and evaluating the impact of employer gender equality strategies, plans and targets, providing recommendations for improvement.
- ✓ Providing policy and practice advice to Agency CEO and stakeholders on government policies, strategies and initiatives as required.
- ✓ Undertaking other capacity building activities, as requested by Executive Manager
- ✓ 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.

## Capabilities

We are seeking individuals with the following knowledge and experience.

- ✓ Previous experience in workplace gender equality delivered through Human Resources, Organisational Development or Diversity & Inclusion operations or similar direct consulting, strategy or policy design positions.
- ✓ Formal qualifications and/or further education relevant to the role, with post graduate tertiary study highly regarded.
- ✓ Knowledge of contemporary workplace gender equality principles, concepts, and practices.

- ✓ Understanding and exposure to gender equality across private and public sector employment contexts and different industries or sectors.
- ✓ Exceptional written and verbal communication skills with tangible experience in the design and delivery of workshops, training, focus groups and consultations on gender equality or a related field.
- ✓ Supervision experience – such as managing direct report(s) and/or performance and outcomes of project members.
- ✓ High level of computer literacy, particularly the Microsoft suite of programs
- ✓ Hold or able to obtain Baseline Security Clearance (this requires being an Australian Citizen).

# How to prepare your application

## Preparing your application

Your application should include:

- A brief resume, of no more than three (3) pages, detailing the skills and experiences that are most relevant to the role.
- A brief cover letter (2 pages max) outlining why you are interested in the role **and** a response to the application questions set out below.

**You are not required to submit a separate response to the selection criteria in the PD. Your resume and the cover letter as set out above is your application.**

### QUESTION 1 - (300 words)

Please provide two examples of programs, projects, or initiatives that you designed and delivered that contributed to progressing equality in the workplace. What did you do and what outcomes did you achieve?

What did you learn that you can bring to this role at WGEA?

### QUESTION 2 - (300 words)

What do you think are the key challenges Australian employers face in narrowing their gender pay gap?

Drawing on your previous roles, knowledge and experience, what would you advise employers to do to overcome those challenges?

(300 words)

## Lodging your application

Your application should be emailed to [recruitment@wgea.gov.au](mailto:recruitment@wgea.gov.au).

Late applications will not be accepted unless exceptional circumstances exist.

Before sending your application, please use the application checklist overleaf to ensure all the relevant information has been attended to.

## Recruitment Process

The selection may be undertaken based on applications and referee reports where a clear result can be determined from this documentation / process. A selection panel (usually two to three people) will be formed to consider all applications and develop a shortlist for any further assessment. If it is determined that further assessment including an interview is necessary, the panel will conduct a video interview which may also include a short practical exercise.

## Availability for interview

We make hiring decisions based on your experience and skills as well as how you can enhance WGEA and our culture. Please note that interviews are conducted virtually. When

you apply, please tell us the pronouns you use and any reasonable adjustments you may need during the interview process.

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 in early August with offers expected to be made within two weeks of interview.

### **Agency Eligibility Criteria:**

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise in writing. Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required baseline security clearance level for the role.. Baseline security clearances require you to be an Australian Citizen and meet AGSVA criteria.

Successful applicants will also be required to successfully pass a National Criminal History check.

### **Diversity**

The Agency values the contributions of people with different backgrounds, experiences and perspectives. 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.

### **RecruitAbility**

The Agency is committed to supporting the employment and career development of people with disability. Our participation in APS RecruitAbility means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into RecruitAbility and meet the minimum requirements for the vacancy.

#### *How do you opt into RecruitAbility?*

Simply note in your cover letter that you wish to:

1. Opt into RecruitAbility, as you have a disability (definition as defined by Australian Bureau of Statistics)
2. Clearly show how you meet the requirements of the vacancy with our Agency.

### **Questions about the position**

The contact officer is available to answer any questions you have about the position. Their contact details are on page one of this application package.

# Application Checklist

Prior to sending your application, use the below check list to ensure you have included all relevant details and documentation to support your application.

## Have you included in your application cover letter and/or CV/Resume:

- Your full name, contact phone number, and personal email address.
- Title of the vacancy/position you are applying for
- Relevant diversity information (preferred pronouns, reasonable adjustments required)
- If you wish to opt into *RecruitAbility* (information detailed in how to prepare your application)
- If you meet the Agency eligibility criteria, confirmation of your Australian citizenship, along with your ability to successfully clear a National Criminal Records Check upon engagement
- Contact details of two recent referees including your current or most recent supervisor (we will seek your permission before we contact your referees)
- Your cover letter outlining a written response to the **two application questions** noted on [Page 5](#) of this package.

Email to [recruitment@wgea.gov.au](mailto:recruitment@wgea.gov.au)