



Application package

Position title:	Senior Adviser, Insights and Capability (x2 Positions)
APS Level:	APS6
Salary package:	Salary package from \$109,368 to \$124,963 (includes base salary of \$94,773 to \$108,263 plus 15.4% superannuation)
Position offered:	Ongoing - full-time, part-time, and/or job-share <i>Flexible working arrangements available including hybrid working</i>
Office location	Level 7, 309 Kent St, Sydney CBD
Closing date:	Monday, 14 July at 5:00pm AEST
Contact Officer/s:	Jaclyn Donahue on (02) 9432 7052 or Courtney Walpole on (02) (02) 9432 7085

This application package includes information on our Agency, the role, how to prepare your application, and the selection process.

About the opportunity

We are seeking experienced and innovative Senior Advisers to join our Insights and Capability Team at WGEA. The Agency seeks to deepen the impact and benefits of our data and subject matter expertise to accelerate the rate of change on gender equality in the workplace including through research and evaluation projects.

This process seeks to engage multiple candidates.

The team

The Agency's Insights and Capability Team works to build the insights and capabilities that enable employers to take effective actions that lead to more gender equal outcomes across the employee lifecycle. The team enhances employer understanding and engagement with the data they report to WGEA so it can be used to guide meaningful action within their workplace context. To achieve this, the Insights and Capability Team delivers a modern suite of services, including direct advisory support, masterclasses, workshops, and contemporary learning tools and applied research resources. These activities are designed to meet the needs of governing bodies, HR, and Diversity practitioners who will utilise gender attuned capabilities to develop and deliver initiatives in their organisations.

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 is to accelerate progress towards workplace gender equality. We are a small unique agency with a big agenda.

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 dedicated to personal development, fostering growth in others, and demonstrating leadership
- 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 believes in diversity and inclusion.

Further information about our Agency is available at www.wgea.gov.au



Position description

Position number:	64240 / 23843
Position title:	Senior Adviser, Insights and Capability (x2 Positions)
APS Level:	APS6
Position:	Ongoing - full-time, part-time, and/or job-share

The role

This position reports to the Manager, Insights and Capability. The successful candidate will be required to work collaboratively across the Insights and Capability Team and broader Agency, including working directly with internal and external stakeholders, research partners, and employers.

The key duties of the position include:

- researching, planning and synthesising information relevant to our work and our stakeholder engagement initiatives, distilling insights into digestible, and compelling reports, briefs, and policy papers.
- identifying themes, insights, and effective interventions and practices emerging from WGEA's gender equality reporting data, including engaging with our research partnerships and contributing to effective public communication.
- supporting policy implementation and research associated with recommendations from the Workplace Gender Equality Act Reform and providing subject matter expertise on workplace gender equality indicators, including by contributing to submissions and reports.
- providing timely, relevant advice to internal and external stakeholders, which may include other public service agencies (Federal, State and Territory) and reporting employers.
- contributing to live learning events and micro-learning modules, facilitating sessions, creating content, and running specialist events, focus groups and round tables that build capability.
- preparing Minister and Agency CEO briefs, Agency CEO presentations, and speaking notes.
- deliver key team projects and initiatives under direction of the Manager, Insights and Capability and in consultation and partnership with other WGEA Teams, including Targets Implementation, WGEA Evaluation project, and the WGEA Citation program.
- monitoring new and existing workplace gender equality research, ensuring that the Agency's education material reflects current and valid evidence.
- building, maintaining, and managing relationships with external stakeholders including academics, educators, business representatives, and advocates.
- other duties as required.



Capabilities and experience

We are seeking an individual with the following **minimum requirements** and experience

- research and evaluation experience, including data literacy, working knowledge of quantitative and qualitative analysis methods and translating and distilling research into insights that are actionable by employers.
- ability to identify authoritative, accurate sources/publications, synthesise across sources, and translate it into coherent reports.
- high level verbal and written communication skills, including the ability to provide meaningful analysis and distil complex information into easily digested communications and materials.
- stakeholder engagement and project management skills to enhance WGEA's partnerships including seeking feedback for project and/or resource development.
- a principled approach and adherence to the APS Values and Code of Conduct.

Desirable: *(These capabilities and/or are experience will be favourably viewed but are not a requirement)*

- bachelor's degree or equivalent and/or relevant work experience that connects with the key duties remit.
- ability to write high quality contributions to parliamentary submissions, legislative reforms, and insight papers that reflect best practice to address gender inequality in Australian workplaces.
- project planning and management experience, including co-ordination of complex stakeholders, delivering within tight timelines and proactive problem solving.
- well-developed people skills, ability to work with minimal supervision and as part of a team.



How to apply

Prior to sending your application email to recruitment@wgea.gov.au, use the below to ensure you have included all relevant details.

Your email should include:

- ☐ Title of the vacancy/position you are applying for
- ☐ A cover letter/statement outlining how your skills, experience and qualifications meet the minimum requirements and experience of the role. (one page only).
- ☐ Your CV/Resume which provides a summary of your work experience, which includes your full name, contact phone number, and personal email address.
- ☐ Contact details of two recent referees including your current or most recent supervisor (we will seek your permission before we contact your referees)
- ☐ If you meet the Agency eligibility criteria, confirmation of your Australian citizenship, along your ability to successfully clear a National Criminal Records Check upon engagement

Other information you may need to include in your email:

- ☐ Relevant diversity information (preferred pronouns, reasonable adjustments required for interview)
- ☐ If you wish to opt into RecruitAbility (information detailed in how to prepare your application)
- ☐ Any further relevant information.

Application information

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 minimum essential requirements of the vacancy with our Agency.



Questions about the position

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

Lodging your application

Your application should be emailed to recruitment@wgea.gov.au prior to the closing date and time. Late applications will not be accepted unless exceptional circumstances exist.

Preparing your application

Use the 'how to apply' checklist above to ensure you include all relevant information and documentation.

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 held 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.

Please note: we anticipate interviews to be conducted the week commencing 21 July 2025.

Merit Lists or pools

Where our Agency has established a merit pool or list, it may be used to fill the same vacancy or similar vacancies within a period of 18 months from the date the initial vacancy was notified (advertised) in the Public Service Gazette (APSjobs.gov.au). The Agency will confirm with candidates if they wish to be considered for other or similar vacancies.

Prior to sharing a merit pool or list our Agency will ensure we obtain the candidate's permission to share their details with other agencies. We will obtain this permission during the selection process or when asked to share a merit list or pool. Where a candidate advises that they do not want their details shared with another agency, the candidate's details will be removed before sharing a merit list or pool.