



Application package - TEMPLATE

Position title:	Design and Communications Advisor
APS Level:	APS5
Salary package:	Salary Package from \$101,498 to \$107,546 (includes base salary of \$87,953 to \$93,194 plus 15.4% superannuation)
Position offered:	Full-time or part-time, ongoing or non-ongoing <i>Flexible working arrangements available including hybrid working</i>
Office location	Level 7, 309 Kent St, Sydney CBD
Closing date:	30 th June 2025 at 10:00am
Contact Officer/s:	Alison Godfrey, Communications and Campaigns Executive Manager
Contact number:	(02) 9432 7008

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

About the opportunity

This exciting position offers an opportunity to contribute your skills to produce compelling visual content that communicates WGEA's mission to achieve equality of access and opportunity in workplaces.

The successful candidate will help us to engage diverse audiences, design and produce employer guides, webinars, masterclasses, emails, social media content, data and analysis reports and website content.

In doing so, you will have an opportunity to contribute to changing workplaces around Australia.

The team

WGEA's Communications & Campaigns team is committed to driving conversations about gender equality, fairness and safety in Australian workplaces.

We do this through direct communication with employers and with broader audiences such as the media, policymakers, researchers, employees and influencers.

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 believe in diversity and inclusion.

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



Position description

Position number:	23855
Position title:	Design and Communications Advisor
APS Level:	APS5
Position:	Non-Ongoing (with the potential for ongoing) Full time or part-time (<i>Flexible working arrangements available</i>)

The role

The Design and Communications Advisor works closely with WGEA's publications lead to craft compelling visual work that inspires action. The successful candidate will report to WGEA's Executive Manager Communications and Campaigns and work within a highly collaborative and supportive team.

The role will allow you to stretch into vast areas of graphic design – from social media posts to long document creation and website interactives. The key goal is that each piece of work is accessible, on brand and inspires action.

The key duties of the position include:

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- Graphic design – create visually appealing and impactful designs for a variety of communications materials, including reports, social media content, presentations, web content.
- Accessibility and compliance – ensure all designs are accessible and comply with the APS and WGEA guidelines.
- Collaboration – work closely with the Publications Lead to translate complex briefs into visually compelling materials, collaborating on projects that aim to raise awareness and accelerate change.
- Brand management – ensure all communication materials adhere to brand guidelines, maintaining a cohesive and professional visual identity for WGEA.
- Communications support – contribute to other Communications & Campaigns teams regular activities, including media monitoring, research and report release and team engagement.



Capabilities

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

Essential:

We are seeking an individual with the following skills and capabilities:

- proficiency in graphic design tools including Adobe Creative Suite (Photoshop, Illustrator, InDesign) and Canva. High level of ability across Microsoft 360. Experience with website CMS desirable.
- demonstrated ability to confidently present messages in a clear, concise manner and to tailor communication style to suit the audience.
- able to articulate design rationale to stakeholders.
- experience applying accessible design principles and style guidelines.
- 5+ years' experience working in communications or a related field.
- relevant tertiary qualifications in design, communications, marketing or related field or proven industry experience.
- must be comfortable in deadline-driven environment and able to manage time and priorities well.
- able to demonstrate an ability to understand and adhere to the [APS Values and Code of Conduct](#), always acting professionally.
- Baseline Security clearance or the ability to obtain clearance (this includes being an Australian Citizen).

Desirable:

- understanding of digital communications, with an ability to create content that is engaging, creative and accessible to all audiences.
- experience working with data visualisation.
- demonstrated experience in building and sustaining positive relationships with team members and stakeholders.
- generate new ideas and be results oriented.
- work independently and flexibly, with some supervision, analysing and using some judgement to select an appropriate course of action.



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 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.

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.