



Application package

Position title:	Manager Privacy, Governance, Compliance and Reporting Communications
APS Level:	EL1
Salary package:	Salary package from \$141,450 to \$152,638 (includes base salary of \$122,574 to \$132,269 plus 15.4% superannuation)
Position offered:	Full-time, ongoing <i>Flexible working arrangements available including hybrid working</i>
Office location	Level 7, 309 Kent St, Sydney CBD
Closing date:	Monday 1 September 2025 at 10:00am
Contact Officer/s:	Tori Gooding – Executive Manager, Gender Equality Programs
Contact number:	0406 645 680

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

About the opportunity

The Manager of Privacy, Governance, Compliance, and Reporting Communications plays a critical role in ensuring the Agency adheres to legal and procedural standards related to privacy and governance.

This position oversees the development and implementation of policies and procedures that guide the Gender Equality Programs team to support employers with their reporting requirements, whilst maintaining the privacy of personal information.

The Manager oversees all reporting communications issued to employers throughout the reporting process. This includes external letters, and maintenance of resources available to employers.

This position is accountable for overseeing and enforcing adherence to the Workplace Gender Equality Act including:

- **Monitoring and auditing** employers to ensure compliance with relevant legislation and regulatory frameworks.
- **Investigating non-compliance** issues and taking appropriate enforcement actions.
- **Developing and updating guidelines** and policies to clarify regulatory expectations.
- **Providing education and support** to regulated entities to help them understand and meet their obligations.
- **Reporting and advising** on compliance trends, risks, and systemic issues.

The manager also collaborates across departments to promote a culture of transparency and accountability, while safeguarding sensitive information and maintaining stakeholder trust.

The team

The Gender Equality Programs Team is responsible for delivery of the Workplace Gender Equality Agency's reporting programs that require relevant employers to report annually against gender equality indicators set out in the *Workplace Gender Equality Act 2012*. The information collected contributes to WGEA's world-leading dataset and supports our research and capacity building efforts. The team:

- provides guidance and support to employers to minimise the regulatory burden, support compliance and ensure quality submissions of annual reports
- continuously improves the reporting experience
- effectively responds to non-compliance
- is responsible for coordinating changes to the gender equality questionnaire and public report documents to support policy or legislative developments
- undertakes privacy functions for the Agency
- is responsible for coordinating whole of Agency effort to implement legislation relating to setting targets.

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:	23811
Position title:	Manager Privacy, Governance, Compliance and Reporting Communications
APS Level:	EL1
Position:	Ongoing Full time (<i>Flexible working arrangements available</i>)

The role

This position reports to the Executive Manager. The role is accountable for:

- assisting the Executive Manager to manage a small team of privacy, governance and compliance officers
- ensuring that program delivery is efficient, responsive and in accordance with policy, guidelines, and the overarching legislative framework
- advising on privacy and ensuring the Agency is adhering to privacy and legislative requirements when developing and delivering on programs
- advising on and contributing to privacy threshold assessments and privacy impact assessments required for the implementation of reform work
- leading compliance activities to identify and respond to employers who have not complied with their reporting requirements
- managing reporting communications to private and public sector employers and maintenance of the Reporting Guide

The key duties of the position include:

Leadership

- Engage and manage internal and external stakeholders through change.
- Model an ability to work in a fluid environment, remaining agile and adaptable.
- Contribute to the strategic planning of Agency wide objectives.
- Comply with budget, procurement, human resources, and corporate reporting obligations.

Program governance and compliance

- Ensure program delivery complies with legislative frameworks and agency guidelines.
- Understand service delivery and key performance indicators in a regulatory context and report to Executive.
- Use data to anticipate workloads and implement resourcing plans.
- Implement operational strategies and continuous improvement to achieve Agency objectives.
- Identify, manage, and evaluate risk in all decision making and the delivery of outcomes.

Privacy

- Ensure the Agency is adhering to privacy and legislative requirements in all our work.
- Ensure delivery of the privacy impact assessments required for the implementation of reform work.

Stakeholder engagement

- Establish and maintain key strategic internal and external networks.
- Communicate the vision and mission of the Agency to stakeholders.
- Represent the Agency in cross-agency, inter-jurisdictional, and other forums.

Capabilities

We are seeking an individual with the following **capabilities** and experience (minimum essential requirements):

- Consider and effectively manage competing priorities and strategic directions when achieving team planning and project outcomes in line with agency goals and objectives.
- Take responsibility for the achievements of own and team outcomes, monitor progress and follow through to deliver quality outcomes
- Ensure in-depth knowledge of and compliance with legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations
- Work with a level of independence, under broad direction, with a concurrent need to resolve issues and deliver quality outcomes.
- Communicate and make decisions with a high level of impact on the functional area and the potential to impact more broadly on agency operations and externally.
- a principled approach and adherence to the APS Values, Code of Conduct, employment principles, integrity and ethics.

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 **capability** 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.