



Application package

Position title:	Reporting Programs Officer
APS Level:	APS4
Salary package:	Salary package from \$90,585 to \$98,317 (includes base salary of \$78,497 to \$85,197 plus 15.4% superannuation)
Position offered:	Ongoing <i>Flexible working arrangements available including hybrid working</i>
Location	Level 7, 309 Kent St, Sydney CBD
Closing date:	Wednesday 23 rd July at 5:00pm
Contact Officer/s:	Arthur Tonkin or Ciaron Kelly
Contact number:	(02) 9432 7046

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

About the opportunity

The Workplace Gender Equality Agency (WGEA) is seeking to hire an APS4 Reporting Programs Officer within the Gender Equality Programs team. The successful candidate will assist employers with reporting queries and provide advice on how to comply with their reporting requirements under the *Workplace Gender Equality Act 2012* (the Act). This role involves engaging with employers over the phone and in writing, timely escalation of issues affecting reports from being lodged and a commitment to meeting set KPI's throughout reporting periods for the private and public sector reporting programs.

The team

Gender Equality Programs team

The Gender Equality Programs Team is responsible for the delivery of WGEA's private and public sector reporting programs that require relevant employers to lodge information annually about gender equality indicators set out in the Act. The team:

- provides guidance and support to employers to minimise the regulatory burden and ensure quality submissions
- monitors, reports on and encourages compliance.

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:	56854
Position title:	Reporting Programs Officer
APS Level:	APS4
Position:	Ongoing Full time (<i>Flexible working arrangements including hybrid available</i>)

The role

The APS4 Reporting Programs Officer is front and centre for responding to employer reporting enquiries. Reporting to the APS6 Reporting Programs Co-ordinator, the Reporting Programs Officer provides professional advice to employers seeking to understand how to lodge their WGEA report. The role requires someone who can liaise over the phone and in writing.

The key duties of the position include:

- providing professional and timely customer support to employers to assist with the completion and lodgement of both the Gender Equality and Public Sector annual WGEA reports
- support the reporting process by assessing the eligibility of organisations and their reporting requirements, manual structure changes, assist with login issues and manual/offline reports
- maintain accurate organisation information in our CRM system relating to employers, contacts, reporting hierarchies and other relevant data.
- escalating issues to Senior Advisers to ensure timely resolution of employer enquiries
- having an understanding of the Act, and the resources available to employers to help them understand their reporting requirements and the consequences of non-compliance
- undertaking 'clean up' activities as part of the reporting process to identify employers who may require a deeper level of assistance in lodging their report.

Capabilities

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

- able to provide high quality customer service through excellent internal and external customer service skills.
- previous CRM experience (Salesforce desirable).
- written and verbal communication skills which include the demonstrated ability to present messages in a clear, concise manner and to tailor communication style to suit the audience.
- sound computer literacy including an intermediate level of experience using MS Office software (Word, Excel, PowerPoint, Outlook) and databases.
- demonstrate an understanding or ability to rapidly gain an understanding of the Act
- work independently and flexibly, with limited supervision, analysing and using some judgement to select an appropriate course of action in a busy office environment. This includes taking a proactive approach and personal responsibility for accurate and timely completion of work.
- demonstrated professionalism, integrity, and adherence to the APS Values and Code of Conduct.
- the Australian Public Service Integrated Leadership System (ILS) provides the foundational framework for defining future leadership capabilities at the APS 4 level. Candidates will be assessed against the ILS to ensure alignment with the core future leadership attributes

expected at this level. In addition, the Work Level Standards (WLS) will be used to evaluate demonstrated experience and effectiveness, outlining the scope, complexity, and strategic impact associated with successful performance at the APS4 classification.

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.