



Application package

Position title:	Manager, Evidence & Insights
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 or part-time, non-ongoing parental leave cover August 2025 – March 2026 <i>Flexible working arrangements available including hybrid working</i>
Office location	Level 7, 309 Kent St, Sydney CBD
Closing date:	Monday 28 th July 2025 at 9:00am
Contact Officer:	Samone McCurdy – Executive Manager, Insights & Capabilities
Contact details:	M: 0474 098 777 E: samone.mccurdy@wgea.gov.au

About the opportunity

The Agency is seeking an experienced leader to join the Insights and Capability team. The **Manager, Evidence & Insights** will draw key insights from the Agency's world-leading dataset, manage research partnerships, develop evidence-informed, employer-centric education tools and resources enabling employers to understand and act on gender equality initiatives in their workplaces. This role offers a diverse range of work in a purpose-driven workplace.

The key deliverables over the next 7 months that are key to this role are:

- ✓ Supporting the implementation of the new legislative requirement for employer to select and commit to achieving gender equality targets.
- ✓ Identifying themes and insights emerging from WGEA's private and public sector gender equality reporting data this year and contributing to effective public communication, including the annual gender equality scorecards
- ✓ Managing of conclusion and publication of 2 research partnership reports (BCEC – October and She's Price(d)less – September).
- ✓ Managing a small team.

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 of 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, C-Suite, 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 believe in diversity and inclusion.

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

Position description

Position number:	23815
Position title:	Manager, Evidence & Insights
APS Level:	EL1
Position:	Non-ongoing – parental leave cover August 2025 – March 2026 Full time or part-time (<i>Flexible working arrangements available</i>)

The role

The Manager, Evidence & Insights reports to the Insights & Capability Executive Manager and has up to three direct reports.

The Manager is focussed on and is responsible for:

- Providing evidence informed, data-led gender equality advice and guidance on integrating gender equality into workplace, policies, and practices.
- Undertaking complex policy analysis and research, preparing submissions and conducting public consultations
- Providing strategic advice and support on the implementation of the recommendations of the Review of the Workplace Gender Equality (WGE) Act, including legislative amendments in the Parliament.
- Leading project management and stakeholder engagement for WGEA's research partnerships and reports, including liaising with key internal and external stakeholders for effective public communication.
- Providing expertise across a broad range of topics by delivering clear, considered and insightful research reports suitable for a range of stakeholders (including submissions to Government and Parliamentary inquiries), informing future research directions and Agency initiatives and educational resources.
- Applying knowledge of reporting organisations and Agency legislation and reforms to deliver clear, considered insight reports and employer-centric materials suitable for a range of stakeholders and informing future Agency initiatives and educational resources. This includes development of content for the Agency scorecards and progress reports.
- Monitoring and assessing relevant new and existing research and analysis for best practice, industry-specific and /or new and emerging gender equality policy and practice trends for broader implementation, research reports or government submissions.
- Identifying themes, insights, and effective interventions and practices emerging from WGEA's gender equality reporting data, engaging with our research partnerships and contributing to effective public communication.
- Building, maintaining and managing relationships with external stakeholders including Government officials, academics, educators and business representatives.
- Identifying opportunities for continuous improvement in both research processes and data collection.
- Undertaking and leading team projects and initiatives, directing resources and priorities in line with EL1 capabilities and the Agency remit.

Capabilities

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

- Knowledge and understanding of the current environment and issues affecting workplace gender equality, diversity and inclusion and related principles, concepts and practices.
- Excellent ability to analyse data and information, identify risks, opportunities and issues in gender equality with ability to respond accordingly to achieve WGEA goals
- Sound judgement and demonstrated project management skills, the ability to deliver time-critical work under broad direction, with a superior attention to detail, while working flexibly and cooperatively in a team, using a proactive approach to problem solving and delivering work.
- Demonstrated research analysis skills with the ability to provide strategic advice skills, particularly in relation to gender equality data and research.
- Demonstrated experience in developing surveys and questionnaires.
- Demonstrated stakeholder management skills, building and maintaining networks and collaborative partnerships, negotiating, liaising and engaging with a range of internal and external stakeholders.
- Excellence in written and oral communication skills with ability to effectively impart knowledge to support recipients to take action as a result.
- Developed supervision experience – such as managing direct report(s) and/or performance and outcomes of project members
- A principled approach and adherence to the APS Values and Code of Conduct.
- Baseline security clearance or the ability to obtain clearance.
- Tertiary qualifications relevant to the role, preferably at a postgraduate level or an equivalent level of knowledge gained through any combination of education, training and/or work experience.

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.