



Application package

Position title:	Business Analyst (Data)
APS Level:	APS 6 (\$83,809 to \$95,739 plus 15.4% superannuation)
Position offered:	Full time (or part-time, as we are committed to supporting flexible working arrangements)
Closing date:	Midnight, Wednesday 20 th October 2021 – we will review applications as they arrive.
Contact Officer:	Steven Douek – Data and Technology Executive Manager
Contact number:	(02) 9432 7000

This application package includes:

- Information on how to prepare your application and the selection process.
- A position description.

About the Agency

The Workplace Gender Equality Agency (WGEA/Agency) is the Australian Government's key agency charged with promoting and improving gender equality for both women and men 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)*.

Our Agency has two distinct functions: a regulator and influencer. In our regulatory role we administer the Act which requires all private sector employers with 100 or more employees to report against six gender equality indicators, which have been developed to address the most pressing contemporary challenges to gender equality in Australian workplaces. The Agency is also in the process of expanding to collect data from the public sector.

As an influencer our Agency seeks to educate and influence positive change in Australian workplaces by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating strategically to build strong relationships between the Agency and its stakeholders, using the Agency's data-rich research to position it as the leading source of information and advice on workplace gender equality issues.

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

How to prepare your application

Eligibility to apply

Applicants **must** be Australian citizens. Baseline clearance or the ability to achieve clearance.

Diversity

The Agency values the contributions of people with different backgrounds, experiences and perspectives.

The Agency encourages and welcomes applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people.

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.

Questions about the position

The contact officer is available to answer any questions you have about the position. You will find their contact details on page one of this application package.

Lodging your application

Your application should be emailed to recruitment@wgea.gov.au.

Late applications

Late applications will not be accepted unless exceptional circumstances exist.

Preparing your application

You should include the following information in your application:

- **Personal details** including your contact details.
- A **summary** of your work experience (CV/Resume).
- A **cover letter/statement** outlining how your skills, experience and qualifications will help you to meet the requirements of the role. This will help the selection panel make an informed assessment of your suitability.
- Details of **two recent referees** including your current or most recent supervisor (we will seek your permission before we contact your referee)
- Any further relevant information.

Selection Panel

A selection panel (usually three people) will be formed to consider all applications and to develop a shortlist of applicants for further assessment. This assessment can take many forms but will usually include a face to face (or video) interview and could also include a short practical exercise.

Availability for interview

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.

Interviews are planned to occur **late October or early November 2021** with offers expected to be made **within two** weeks of interview.

Position description

Position number:	43418
Position title:	Business Analyst - Data
APS Level:	APS 6
Position offered:	Ongoing role Full time (or part-time, as we are committed to supporting flexible working arrangements)

Purpose of the position

Guided by established strategy and under the direction of executive responsible for overall delivery, the **Business Analyst (Data)** brings deep subject matter and technical expertise to business problems. In addition to good technical BA capabilities, this role will require a comprehensive understanding of data analysis including interrogation of Data Warehousing through SQL, Agile project delivery, and project delivery systems. A focus for this role will be supporting the development of the Agency's public sector reporting project, focusing on identifying and liaising to determine relevant business needs.

This role works with stakeholders to understand business needs; capture, analyse and document solution requirements; assist with solution design and support the delivery of business solutions that meet business needs, working to continuously simplify and improve user experience— both internal and external.

The successful applicant will be part of significant business transformation initiatives currently under way. The multi-year program is centred on transformation of the Agency's data and technology platforms focusing on Salesforce Service and Engagement Clouds.

Expected outcomes and accountabilities

This position reports to the **Data and Technology Executive Manager** and works closely with other key team members. Typical duties to be performed include:

- using professional expertise to undertake needs-assessment and benefit-analysis to align Agency technology to the Agency strategy.
- modelling business processes and identifying opportunities for process improvements
- identifying issues, risks and benefits of existing and proposed solutions and outlining business impacts.
- supporting business transition and helping to establish change with technology enhancements.
- developing test programs and leading implementation testing of technology solutions for the Salesforce platform.
- ensuring all business requirements are captured, validated, and documented in line with Agency requirements.
- supporting the Executive Manager by leading projects as required.
- participating in technology scrum ceremonies, including project meetings, daily stand-ups, sprint planning sessions and retrospective meetings.
- developing data query and data reporting designs to aid teams with data and report management.
- defining data and information requirements for complex system data object relationships.
- developing SQL data queries and Salesforce based complex reports to prepare and display system data aligned to business information requirements.
- acting as the domain expert in the Salesforce data objects to develop reports and dashboards.
- support the Executive Manager in technical program implementation and system development throughout the year.
- contributing to other Agency projects as required.



Expected capabilities

- At least 3 years of experience in Business Analysis, including experience defining data and information requirements for complex system data object relationships.
- Demonstrated thorough understanding of related principles in relation to the management and enhancement of a Salesforce CRM to meet business and user needs.
- Able to develop technical specifications in collaboration with relevant teams to ensure specific user requirements are clearly communicated in technical terms for submission to systems development.
- Previous experience mapping functional specifications, use cases, data flows, entity relationships and provide expert technical advice and guidance to business stakeholders to assist with addressing their specific requirements in consultation with architects.
- Capacity to develop expert knowledge of the relevant legislative responsibilities, functions and strategic goals of the Agency.
- Strong analytical, investigative, and problem-solving skills.
- Ability to deal with unfamiliar circumstances, varying approaches and AGILE product changes.
- Strong interpersonal skills including the capability to influence senior stakeholders and negotiate productive outcomes.
- Excellent written and verbal communication skills including demonstrated ability to confidently present messages in a clear, concise manner and to tailor communication style to suit the audience.
- Able to build and sustain positive relationships with team members, stakeholders and clients.
- Can 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.
- Sees projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and adheres to documentation procedures.
- Adopts a principled approach and adheres to the APS Values and Code of Conduct.
- Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
- Operates as an effective representative of the organisation in internal forums.
- **Baseline Security Clearance** or the ability to obtain clearance (this includes being an Australian Citizen).

Required Technical Skills

- Tertiary qualification in related field or relevant work experience.
- Comprehensive understanding of data analysis including interrogation of Data Warehousing through SQL, and data query development
- Agile project delivery, and project delivery systems
- Experience in Salesforce preferred
- Previous experience working with senior decision makers

The Agency

What we are looking for

- people who are committed to supporting and delivering change in Australian workplaces.
- people who engage with the future direction of the Agency
- flexible and adaptable people to meet immediate needs and future challenges.
- team oriented people who have energy and are determined to succeed.
- people who can make reasonable decisions and exercise judgment.
- people who are open and accountable and of high integrity.

What we offer

We value our staff and encourage our employees to be adaptable and collaborative. Our staff are key to our success. We offer:

- a culture that is committed to achieving results and values innovation
- opportunities to work on agency wide projects and collaborations
- flexible working arrangements and excellent working conditions
- attractive salary packages including generous superannuation and a range of other benefits.

