



Application package

Position title:	Senior Adviser – Capacity Building x 2
APS Level:	APS 6
Salary package:	\$109,368 to \$124,963 (includes base salary \$94,773 to \$108,263 plus 15.4% super)
Position offered:	Full-time, part-time and/or job-share - ongoing <i>Flexible working arrangements available including hybrid working</i>
Office location	Level 7, 309 Kent St, Sydney CBD
Closing date:	10:00am – Monday 17 March 2025
Contact Officer/s:	Kristie Borg: (02) 9432 7016 or Elyse Lane: 0456 405 474

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

About the opportunity

We are seeking an experienced and innovative Senior Adviser to join our Capacity Building team at WGEA. The Agency seeks to deepen the impact and benefits of our data and subject matter expertise to accelerate the rate of change on gender equality in the workplace.

The team

This role sits within the Capacity Building team of WGEA – a multidisciplinary team of subject matter experts, with skills and experience across leadership, learning, change management, research and public policy and service. We develop and implement the programs and practices that expand and strengthen leadership capability, workplace systems, policy and processes that contribute to the delivering gender equal outcomes and experiences across the employee lifecycle.

Our team provide support and guidance to employers through direct intervention projects, change management services and learning and advisory programs and services. We:

- Devise and evaluate solutions, interventions and change programs that accelerate the rate of change in organisations
- Develop and deliver live learning events such as masterclasses, workshops, and eLearning modules.
- Provide advice and planning support to employers via our onsite clinics and virtual drop-in session for action planning and capacity assessments.
- Act as a source of support and advice for the Agency executive and broader WGEA team and colleagues.

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:	51268 & 64240
Position title:	Senior Adviser – Capacity Building x 2
APS Level:	APS 6
Position:	Ongoing, full time, part-time and/or job share (FTE 1) (Flexible working arrangements available)

The role

This position reports to the Capacity Building Manager and will be required to work collaboratively across Capacity Building team projects, including our work directly with employers.

The key duties of the position include:

- **Knowledge** - you will draw on your subject matter expertise to analyse, develop and guide employers to identify opportunities to improve gender equality outcomes and implement the most effective strategies to address them.
- **Intervention** – you will develop, implement and monitor direct practice projects and advisory services with Australian businesses.
- **Research and Evaluation** – you will research, plan and synthesise information relevant to our work and our stakeholder engagement programs, drawing on your ability to distil insights into digestible, and compelling reports, briefs and policy papers.
- **Coordination and Development** – you will imbue your knowledge and thought leadership into our live learning events and micro-learning modules, facilitating sessions, creating content and running specialist events, focus groups and round tables that build capability.
- Other duties as required in line with APS 6 capabilities.

Key capabilities and experience for success in this role include:

Essential:

- Previous experience and demonstrated success in a similar role with a consulting and/or advisory capacity.
- Bachelor's degree or equivalent in gender equality, diversity and inclusion, HR or a related field or discipline that connects with the Capacity Building remit.
- High level verbal and written communication skills including previous experience in group facilitation or training and meeting management skills.
- Highly effective stakeholder engagement and relationship building skills with exposure to Executive and Board.
- Well-developed organisational and time management skills, including the ability to deliver time-critical work under direction, prioritise tasks, make decisions and manage ambiguity.
- The ability to hold or obtain Baseline Security Clearance (this includes being an Australian Citizen).

Desirable:

(These capabilities and/or are experience will be favourably viewed but are not a requirement)

- Previous management or project team leadership experience.
 - Research and evaluation experience, including working knowledge of quantitative and qualitative analysis methods.



How to prepare your application

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 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.

Late applications will not be accepted unless exceptional circumstances exist.

Preparing your application

Use the attached checklist 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.

Application Checklist

Prior to sending your application email to recruitment@wgea.gov.au, use the below to ensure you have included all relevant details.

Have you included in your application cover letter and/or CV/Resume:

- Your full name, contact phone number, and personal email address.
- Title of the vacancy/position you are applying for
- 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
- 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)
- Contact details of two recent referees including your current or most recent supervisor (we will seek your permission before we contact your referees)
- Any further relevant information.

Have you attached to your email:

- 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.