



Application Package

Position title:	Talent & HR Officer
APS Level:	Salary package from \$91,282 to \$96,722 (including 15.4% super) APS5
Position offered:	Full time, non-ongoing, 2-year contract with potential to extend (we are committed to supporting flexible working arrangements)
Closing date:	Wednesday, 30 th November 2022 (11:00pm) – we will review applications as they arrive.
Contact Officer:	Anne Beath – Operations Executive Manager
Contact number:	(02) 9432 7000

About the Agency

The Workplace Gender Equality Agency (WGEA/Agency) is the Australian Government's 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).

Our Agency has two distinct functions: a regulator and driver of change. 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 federal and state and territory public sectors.

As a driver of change our Agency seeks to motivate, educate and support improved gender equality in Australian workplaces by promoting evidence-informed public discussion and understanding of gender equality, collaborating strategically to build strong relationships and tailored interventions 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

About the opportunity

Our Agency is entering an exciting new chapter as we seek to deepen our impact, expand our reach and accelerate the rate of change. This hands-on role is a critical part of our Operations team, responsible for a variety of tasks across the employee life cycle, overseeing recruitment and development activities to positively shape the Agency's culture.

Position description

Position number:	49422
Position title:	Talent & HR Officer
APS Level:	APS5
Position offered:	Non-ongoing role (2 years) Full time (committed to supporting flexible working arrangements)

Purpose of the position

At WGEA our people are our most important asset. We are looking for a Talent & HR Officer to help us achieve our business strategy by ensuring we have the right people, in the right place, at the right time. Our Talent & HR Officer will be responsible for assisting with the implementation of an expanded organisational structure and the management of all related talent acquisition (executive and non-executive).

When not sourcing talent, this role will be reviewing, improving, and embedding the Agency's human resource outcomes. Reporting to the Operations Executive Manager and working collaboratively with senior leaders across the Agency to source and develop new team members with the capabilities and accountabilities required to deliver on the Agency strategy.

The role will be critical to enable our Agency's talent sourcing and human resources outcomes, embedding effective strategies into our ways of working. Providing expert and timely advice and ensuring our Agency processes reflect contemporary best practices and adhere to legislation requirements. This role requires experience in end-to-end talent sourcing and human resource processes including managing multiple tasks and competing deadlines and delivering a collaborative and responsive service.

Expected outcomes and accountabilities

Reporting to the Senior HR Adviser and working closely with the broader Operations team, this position is accountable under broad direction for:

- establishing key relationships and working with the leadership team to understand each new role's key activities, outcomes, competencies, from developed position descriptions to effectively advertise role
- managing the full talent acquisition process including candidate selection, reference, and background checks, offers for new hires
- developing templates and processes to improve current talent acquisition process and other initiatives within the broader HR team
- helping identify top talent, managing internal and external advertising including using innovative sourcing tools
- working closely with the executive and operations team to implement and continuously improve HR policies, procedures and programs
- ensuring each candidate's experience is positive and enjoyable, facilitating quick turn-around times for feedback and next steps
- applying relevant Agency policy, and federal employment practices.



Expected capabilities

- relevant tertiary qualifications in human resources and/or strong experience in talent acquisition/HR in a smaller organisation
- strong project management skills and experience, including managing internal stakeholders and external agencies, and multiple projects at once.
- must be comfortable in fast-paced, deadline-driven environment and able to manage priorities well
- demonstrated experience in building sustainable relationships with a wide range of stakeholders, using highly developed interpersonal, and networking skills.
- superior written and verbal communication skills to present messages in a clear, concise manner and able to tailor communication to suit the audience.
- have an ability to drive continuous improvement and innovative customer centric service
- demonstrate a principled approach to the APS Values and Code of Conduct, always acting professionally.
- Baseline Security clearance or the ability to obtain clearance (this includes being an Australian Citizen).

The Agency

What we are looking for:

- people who are committed to Gender Equality 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
- leaders committed to creating a positive workplace culture
- team oriented people with energy and a determination to succeed
- people who can make sound decisions and exercise sensible 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
- roles that have a direct connection to strategic outcomes
- flexible working arrangements, including working from home, and excellent working conditions
- modern offices in Sydney CBD
- attractive salary packages including generous superannuation and a range of other benefits.



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 may 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 **mid December 2022** with offers expected to be made **within two** weeks of interview.