



# Application package

<b>Position title:</b>	<b>Corporate and HR Support Officer</b>
<b>APS Level and salary range:</b>	APS 4 (\$69,416 to \$75,341 plus 15.4% super)
<b>Position offered:</b>	Non-ongoing for 12 months with potential to become an ongoing role. Full-time or part-time, we are committed to supporting flexible working arrangements.
<b>Location</b>	Level 7, 309 Kent St, Sydney CBD
<b>Closing date:</b>	<b>COB Friday 10 June 2022</b> – we will review applications as they arrive.
<b>Contact Officer/s:</b>	Anne Beath – Operations Executive Manager
<b>Contact number:</b>	(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 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 public sector.

As a driver of change our Agency seeks to motivate, educate and influence improved gender equality 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](http://www.wgea.gov.au)



# How to prepare your application

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## Eligibility to apply

Applicants must be able to obtain Baseline Security Clearance (this requires being an **Australian citizen**).

## 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](mailto: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 **in mid-June 2022** with offers expected to be made **within two** weeks of interview.

# Position description

<b>Position number:</b>	28665
<b>Position title:</b>	Corporate and HR Support Officer
<b>APS Level:</b>	APS 4
<b>Position:</b>	Non-ongoing for 12 months with potential to become an ongoing role. Full-time position or part-time. WGEA is committed to flexible ways of working.

## Purpose of the position

The Corporate and HR Support Officer is part of a high performing Operations team at WGEA. The team is responsible for driving Agency planning and governance, enabling effective resource management including workforce management, finance and corporate activities, collaboration and information management. The Corporate and HR Support Officer provides professional support enabling office administration coordination, stakeholder communications, day-to-day WH&S responsibilities, wellbeing initiatives and HR support in particular assisting with induction and onboarding for new staff.

Key capabilities for success in this role include the capacity to take initiative, be organised, be keen to explore new ways of addressing ongoing challenges and work co-operatively in a small team to achieve outcomes.

## Expected outcomes and accountabilities

This position reports to the Operations Executive Manager, and under general supervision is accountable for:

- providing practical and professional support services across the Agency, assisting with HR activities and undertaking a range of project tasks in accordance with agreed standards and timeframes managing office, facility and events, coordinating the operational control of office and other facilities for the Agency.
- administrative support to Operations team applying a sound understanding of relevant statutory, regulatory, and policy frameworks to support with office management focusing on effective communication and coordinating the building's maintenance and repairs in order to maintain a safe, clean and productive environment for Agency staff.
- working collaboratively with the Senior HR Adviser to develop and implement HR initiatives and strategies that support the employee lifecycle with a focus on continuous improvement of processes.
- investigating and resolving moderately complex operational issues on behalf of the Agency
- monitoring and prioritising incoming communications, responding or reallocating where required.
- managing supplies of stationery, consumables and office equipment for the Agency.
- assisting and coordinating with meetings and internal events.
- providing professional front desk services including answering the phone, greeting visitors and facilitating the Agency's visitor management system.
- managing travel logics for Agency staff and external guests when required.
- managing the efficient, secure and timely handling and storage of Agency's hardcopy and electronic information ensuring compliance with legislation.
- developing relationship with office contract providers for the Operations team, by serving as a single point of contact for contractual matters.
- developing and implementing office and administrative systems, such as record management, data management and filing.
- provide customer relationship support during peak reporting period (April to June) each year.
- contributing to other Agency projects as required

## Expected capabilities

- demonstrated experience in providing high quality administrative support services through excellent internal and external customer service skills. This includes developing plans, objectives, clarifying expectations and deadlines; keeping clients informed on progress; providing prompt and professional outcomes for clients.
- apply well-developed written and verbal communication skills which include the demonstrated ability to confidently present messages in a clear, concise manner and to tailor communication style to suit the audience.
- demonstrated experience in and understanding of generalist HR tasks and processes.
- support productive working relationships by building and sustaining positive relationship with team members and clients. Is responsive to changes in client needs and expectations.
- work independently and flexibly, with limited supervision, analysing and using 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.
- demonstrate sound interpersonal skills and the ability to collaborate with and maintain strong relationships with a broad cross-section of stakeholders and the ability to exercise judgement, discretion, and maintain confidentiality.
- displays personal drive and integrity, adopts a principled approach and adheres to the APS Values and Code of Conduct, acting professionally at all times.
- Baseline Security Clearance or the ability to obtain clearance (this includes being an Australian Citizen).
- Computer literacy including an intermediate level of experience using MS Office software (Word, Excel, PowerPoint, Outlook) databases and online systems.

## 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.