



Application package

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| Position title: | Data and Technology Executive Manager |
| APS Level: | EL2 (\$123,771 - \$140,996 plus 15.4% superannuation) |
| Position offered: | Non-ongoing role (3 years) – possibility to become ongoing. Full time (or part-time as we are committed to supporting flexible working arrangements) |
| Closing date: | Midnight, Friday 16 April 2021 – we will review applications as they arrive. |
| Contact Officer: | Anne Beath, Operations 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, including through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. The Agency is established by the *Workplace Gender Equality Act 2012* (Act).

The Agency has two distinct functions: a regulator and influencer. In its regulatory role, the Agency administers 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.

As an influencer the 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.

Applicants **must** be able to obtain **Baseline** Security 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 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 one or more face to face (or video) interviews 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 **late-April** with offers expected to be made **within two** weeks of interview.

Position description

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|-------------------------|---|
| Position number: | 26739 |
| Position title: | Data and Technology Executive Manager |
| APS Level: | EL2 |
| Position: | Non-ongoing (3 years), full-time (or part-time, the Agency is committed to flexible working arrangements) |

Purpose of the position

Leading the newly formed Data and Technology team this role provides end to end oversight and management of the data collection, customer relationship business processes and technology platform. This includes data management and engagement with organisations that report through the Agency's current programs and support for the delivery of expanded or new programs.

This position is guided by an established product strategy and data governance framework with a significant business technology transformation initiative launching April 2021. Our new platform is the key driver for our success over the next 3 years enabling the Agency to deliver the overall data and technology strategy.

The successful applicant will be comfortable wearing multiple hats, experienced in building strong relationships with both the Agency's external customers and internal teams, maximising the value of newly implemented technology platform to deliver product enhancements and changes, managing external technology partners and contracts and be the technical champion of the platform.

Expected outcomes and accountabilities

This position reports to the Agency Director is accountable under broad direction for:

- overseeing the leadership of the Data and Technology team members (this includes part year team members) defining and providing the strategic direction for the team, planning processes including developing business plans, performance standards and implementing strategies for the work area that will ensure the attainment of the critical results expected.
- bringing a broader perspective to the team, encouraging the team to focus on different (innovative) ways of meeting business objectives, fostering a culture of continuous improvement, building cooperation, promoting unity and a common corporate culture direction.
- making decisions of major significance to the Agency by developing, implementing, and managing a multi-tier strategy, model and budget for the Data and Technology functions of the Agency
- contributing to the overall Agency strategy and operations by working as part of the Executive Team and providing strategic advice on matters relating to data, technology, and security.
- initiating, establishing and maintaining strong relationships with a broad range of stakeholders (including but not limited to employers, government, vendors, and suppliers), representing and promoting the Agency's business objectives and communicating the strategic vision of the Agency.
- providing extensive guidance on statutory, regulatory and policy frameworks relevant to data, technology, data and security. This includes situations that include a high level of complexity and sensitivity, which require considerable interpretation and analysis
- driving the management of the Agency-wide data governance, data collection and storage, security and integrity.
- developing, delivering and auditing security and privacy processes and principles and ensuring that Information Security Registered Assessors Program (IRAP) & Privacy Impact Assessment (PIA) requirements are met by the Agency
- drive product enhancements and changes including planning and prioritising a healthy product backlog that delivers maximum value for the solution's internal and external customers while adhering to Agency's overall strategy
- implementing data sharing processes considering the associated risks and the Agency's legislative requirements.



- networking and collaborating with other data agencies to ensure best practice on data management are met for the Agency.
- the development and contribution to Agency reporting requirements, e.g. Annual Report, Minister briefings, and Senate estimates briefs.

Expected capabilities

The Data and Technology Executive Manager will role model and contribute to the capability of the Agency by being able to:

- demonstrate exceptional understanding and previous experience with software development, deployment and performance monitoring process in a rapid, agile environment
- demonstrate extensive understanding and previous experience in data management and the analysis process
- demonstrate a sound understanding of managing a customer relations team within a regulatory environment
- utilise previous experience in providing continuous strategically aligned improvement of technology for end user and organisational needs
- evaluate ongoing project performance and identify critical success factors. Instigate continuous improvement activities and respond flexibly to changing demands.
- utilise previous experience in business development, vendor and contract management
- demonstrate leadership skills, through the ability to guide, mentor and develop teams focussed on providing service and achieving organisational outcomes.
- listen and reflect to ensure own understanding of others feedback
- engage others in the strategic direction of the Data and Technology unit, translating Agency strategy into operational goals and create a shared sense of purpose
- confidently present messages in a clear, concise and articulate manner. Translate information for others using appropriate, unambiguous language and convey information with written and oral communication structured to ensure clarity and elicit collaboration
- demonstrate a principled approach 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).

Desirable capabilities

- demonstrate previous experience in developing new and evolving approaches to evaluate and increase the impact of protective security and privacy strategies and communicate the results both internally and externally.

Required Technical Skills

- Tertiary qualifications in the field of computer science, engineering or management or equivalent experience
- Well-proven knowledge in IS Strategy and Enterprise Architecture, ie TOGAF

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.

