



# Application package

<b>Position title:</b>	<b>Senior Education and Research Adviser (x3)</b>
<b>APS Level and salary range:</b>	APS 6 (\$98,360 to \$112,362 this includes 15.4% super)
<b>Position offered:</b>	2 x ongoing and 1 x non-ongoing (until 30 June 2024, with potential to become an ongoing role). Full-time - our Agency is committed to supporting flexible working arrangements.
<b>Location</b>	Level 7, 309 Kent St, Sydney CBD
<b>Closing date:</b>	<b>Monday 6 February @ 5:00pm</b> – we will review applications as they arrive.
<b>Contact Officer/s:</b>	Lee Boztepe – Senior HR Adviser
<b>Contact number:</b>	(02) 9432 7000

This application package includes Information on how to prepare your application and the selection process and 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.

As WGEA is growing, reflecting our ambition to accelerate workplace gender equality in Australia, we are recruiting for a number of positions within the Education and Research team, meaning we are looking for a range of different, complementary capabilities. This position description therefore addresses the full suite of responsibilities and desired capabilities of our new team members and the allocation of specific responsibilities to individual team members will reflect their individual capabilities and ambitions and will be agreed via discussion. All roles will offer the potential for a diverse range of work in a purpose-driven workplace gearing up for even greater positive influence.

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 - maximum 5 pages).
- 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 (maximum 2 pages).
- 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.

## 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 February** with offers expected to be made **within two** weeks of interview.

# Position description

Position number:	23843, 41810, and 27003
Position title:	Senior Education and Research Adviser
APS Level:	APS6
Position:	2 x Ongoing - full time (our Agency is committed to flexible working) 1 x Non-ongoing (to 30 June 2024, with potential to being extended or becoming ongoing).

## Purpose of the position

The Senior Education and Research Adviser is a key member of the Education and Research team that seeks to build understanding, capability, and progress on gender equality in ways that accelerate positive change in Australian workplaces. The team achieves this through:

- developing, writing, and delivering fit for purpose, evidence-informed education programs, tools and resources suitable for a variety of needs and stakeholders and across the full range of the Agency's remit
- building relationships, strategic collaborations, and partnerships with Agency stakeholders, external subject matter experts, and Governance teams to support and inform the Agency's strategic education and research agenda
- using the Agency's world class data set to position it as a 'gold standard' source of information and advice on workplace gender equality issues.

Providing expertise, advice and purposeful programs and services relating to emerging issues and practices, effective interventions and/or policy and practice frameworks in gender equality. This could be delivered through a variety of media including virtual and face to face presentations and workshops, eLearning modules, video, screencast, and podcasts.

## Scope of the Role

Our Senior Education and Research Advisers are responsible for the management and delivery of education and research projects, monitoring, collating, developing, updating, and disseminating relevant gender equality resources and materials. They provide timely and relevant advice to internal Agency colleagues and external clients and stakeholders. This may include other public service agencies (Federal, State and Territory), reporting employers, academics, peak industry bodies and similar.

Key capabilities for success in this role include the ability to critically analyse new and existing gender equality literature, WGEA reporting results and trends, and employer consultation to ensure the Agency's education materials/programs, research partnerships, parliamentary submissions, legislative reforms, and insight papers reflect best practice and emerging interventions to address gender inequality across the broad variety of workplace contexts.

## Expected role outcomes and accountabilities

This position reports to the Education and Research Executive Manager. The position also works collaboratively and extensively with our other employer capability focussed teams including Leading Practice, Communications and Campaigns, and Capacity Building team. Key deliverables of the role include:

- delivering accurate, clear, considered, and insightful research reports and educational courses, tools and materials to agreed learning outcomes, suitable for public dissemination by drawing on operational experience and/or formal education and training in gender equality, education, consulting or change management
- providing subject matter expertise within the Agency and delivering key team projects and initiatives under direction of the Education and Research Executive Manager and in consultation and partnership with other WGEA Teams.
- preparing Minister and Director briefs, assisting with Director presentations and speaking notes

- monitoring new and existing Australian and international research and trends in adult education delivery - ensuring that the Agency's education and research material reflects emerging trends based on current and valid evidence
- identifying themes, insights, and effective interventions and practices emerging from WGEA's gender equality reporting data contributing to their effective public communication
- assisting with content and education relating to WGEA employer annual gender equality reporting requirements including defining and evaluating reporting matters to ensure program evolution, implementation of new gender equality indicators and a comprehensive knowledge hub
- building, maintaining, and managing relationships with external stakeholders including academics, educators, and business representatives
- supporting the development of the Agency's website and communities of practice where needed, particularly with regards to implementing emerging education technologies and new legislative reforms
- proactively identifying opportunities to promote the Agency's research and education content
- creating, designing, and delivering the Agency's education program and training/presentations to internal and external audiences based on sound evidence and best practice across a range of delivery channels including eLearning, webinars, and emerging digital platforms
- other duties as required.

## Capabilities and experience

For our Senior Education and Research Advisors to successfully deliver on expected role outcomes and accountabilities as a team they must have a mix of the below critical capabilities and experience:

*(Note: it is not a requirement that each team member demonstrate the full set of the below)*

### Critical capabilities and/or experience:

A strong commitment to and understanding of Gender Equality and a passion to improve it in Australian workplaces.

Knowledge of issues relating to workplace gender equality and related principles, concepts, and practices. This includes monitoring emerging workplace gender and diversity issues across government, academic research, and the business community.

### Education skills:

- product development experience – user-centric design of education products that achieve the intended outcomes
- project planning and management experience, including co-ordination of complex stakeholders, delivering within tight timelines and proactive problem solving.
- stakeholder engagement, including organising and conducting consultations and seeking feedback from a broad range of stakeholders for project or resource development and improvement
- high level verbal and written communication skills, including the ability to provide meaningful analysis and distil complex information into easily digested communications and materials
- well-developed interpersonal skills, ability to work with minimal supervision and as part of a team

### Research skills:

- the ability to identify authoritative, accurate sources / publications, synthesise across sources, and write it up into a coherent research reports
- the ability to deliver or collaborate on research projects using qual and quant methods and know when to apply different methodologies

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

- appreciation of broader diversity issues and intersectionality
- instructional design, monitoring and evaluation
- a background in organisational psychology or similar
- experience with common learning and development software programs/tools and learning management systems (e.g., Captivate, Adobe creative suite, H5P, PowerPoint, webinar platforms and similar)
- data literacy and data visualisation.

**Eligibility requirement**

To be eligible for this position applicants are required to:

- be Australian citizens only and must be able to obtain and maintain an AGSVA Security Clearance, and
- undertake a National Criminal Records Check upon engagement to determine suitability for employment.

