



# Application package

<b>Position title:</b>	Product Executive Manager
<b>Salary range:</b>	Package including superannuation up to \$162,000 (\$123,771 - \$140,996 plus 15.4% superannuation)
<b>Position offered:</b>	Ongoing role Full time (or part-time as we are committed to supporting flexible working arrangements)
<b>Closing date:</b>	Midnight, Monday 21 June 2021 – we will review applications as they arrive.
<b>Contact Officer:</b>	Anne Beath, Operations Executive Manager
<b>Contact number:</b>	(02) 9432 7000

This application package includes:

- A position description
- Information on how to prepare your application and the selection process.

## 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](http://www.wgea.gov.au)

# Position description

<b>Position number:</b>	26739
<b>Position title:</b>	Product Executive Manager
<b>APS Level:</b>	Executive Level 2
<b>Position:</b>	Ongoing, full-time (or part-time, the Agency is committed to flexible working arrangements)

## Purpose of the position

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

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

The successful applicant will be comfortable leading the team through change and transformation, experienced in applying great relationship building skills with both external customers and internal teams, maximising the value of a newly implemented technology platform to deliver product enhancements, and be a technical champion of the platform.

The role requires experience in providing continuous, strategically aligned technology improvements to suit end user and organisational needs, previous experience in business development, and the management of technology and contract partners.

## Expected outcomes and accountabilities

Reporting to the Agency Director, this position is accountable under broad direction for:

- leadership of the multi-disciplinary team managing end to end product lifecycle (this includes part year team members), defining and providing the strategic direction for the team, planning processes including developing business plans, product roadmap iterations, 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 and fostering a culture of continuous improvement.
- engaging with the users and stakeholders to develop a deep understanding of requirements and needs.
- developing, implementing, and managing a multi-tier strategy and budget for the data collection 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 collection, technology, and security.
- engaging, maintaining, and sustaining working relationships with relevant stakeholders (including but not limited to employers, government, vendors, and suppliers), representing and promoting the Agency's objectives and communicating the strategic vision of the Agency.
- driving 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
- providing guidance on statutory, regulatory and policy frameworks relevant to data, technology, and security. This includes situations that demand a high level of complexity and sensitivity and require considerable interpretation and analysis.



- driving the management of the Agency-wide data collection and storage, including security and integrity. Ensuring adherence to Agency and other relevant government IT policies and procedures.
- 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
- 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.

## Expected capabilities

The 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 ability to apply great relationship building skills in managing a diverse set of internal and external stakeholders to deliver project outcomes driving the strategic direction of the solution and product delivery.
- demonstrate a sound understanding of managing a customer relations team, preferably 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 understanding and previous experience in data 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 team, translating Agency strategy into operational goals and create a shared sense of purpose
- clearly articulate the product vision and business needs, translating information for others in a meaningful way 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, i.e. 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.

# 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](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 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-June** with offers expected to be made **within two** weeks of interview.

