



Application package

Position title:	Program Manager – Public Sector Reporting
APS Level:	EL 1 (\$108,395 to \$116,969 plus 15.4% super)
Position offered:	Two-year non-ongoing role Full-time (or part-time as we are committed to supporting flexible working arrangements)
Closing date:	Midnight, Tuesday 3 May 2022 – we will review applications as they arrive.
Contact Officer/s:	Janin Bredehoeft – Research, Analytics and Education 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, 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

How to prepare your application

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.

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

Position description

Position number:	27003
Position title:	Program Manager – Public Sector Reporting
APS Level:	EL 1
Position offered:	Two-year non-ongoing role Full time (or part-time, as we are committed to supporting flexible working arrangements)

Purpose of the position

The Program Manager - Public Sector Reporting, is responsible for developing and driving the gender equality reporting program for Federal, State and Territory agencies and entities.

In December 2021 National Cabinet agreed in principle to provide State and Territory public sector workforce data to WGEA. State and Territory governments will join the Commonwealth Government's commitment to provide data on six Gender Equality Indicators.

This role is critical to lead the expansion of the Agencies work across Australian workplaces. This role engages and collaborates with Federal, State and Territories Agencies and Public Service Commissions on all aspects of reporting including overseeing the establishing an effective data model and delivery of data outputs and reports for public sector departments and agencies.

Expected outcomes and accountabilities

Reporting to the Research, Analytics and Education Executive Manager, this position is accountable under broad direction for:

- establishing and managing a planned, phased approach to public sector gender equality reporting, including establishing pilot reporting, voluntary reporting and mandatory reporting
- overseeing the development of requirements to enable public sector gender equality reporting including federal, states and territories
- leading the development of public sector benchmarking and data story telling
- using professional knowledge of public sector environments, develop and deliver a range of communication tools for stakeholder engagement to support public sector reporting establishment.
- maintaining relationships with departments and public sector agencies as relevant for reporting requirements, including Offices for Women and Public Sector Commissions.
- supporting the development of a State and Territory data model in collaboration with WGEA Data and Technology team, building on the Federal reporting program.
- supporting the development and maintenance of data governance, data security and quality assurance processes.
- overseeing the production and maintenance of data processing documentation and training materials.
- leading the production of clear, considered, and insightful analytical reports focused on public sector (regular and ad hoc) suitable for presentation to reporting organisations (annually), key stakeholders on Gender Equality and to inform research directions and future Agency initiatives.
- collaborating across WGEA teams and on other team and Agency projects as required.

Expected capabilities

- a passion for Gender Equality and the capacity to drive change.
- excellent project management capabilities, working within tight timeframes and across multiple stakeholders and working flexibly and co-operatively in a team



- demonstrated experience in building sustainable relationships with a wide range of stakeholders, using highly developed interpersonal, and networking skills.
- experience in business intelligence, business analytics with proficiency in overseeing the establishment and management of a data model, with large volumes of complex data, and working with database tools.
- excellent written and verbal communication skills including demonstrated ability to confidently present messages in a clear, concise manner and to tailor communication style to suit the audience.
- able to apply analytical and problem-solving skills, particularly in relation to the establishment of a reporting framework
- adopts a principled approach and adheres to the APS Values and Code of Conduct, acting professionally at all times.
- must be comfortable in fast-paced, deadline-driven environment and able to manage priorities well
- tertiary qualifications in relevant discipline or extensive experience in program management.
- 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 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.
- leaders committed to creating a positive workplace culture.
- 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.

