



Application package

Position title:	Senior Research and Education Adviser
Salary range:	APS 6 - salary from \$83,809 to \$95,739 + 15.4% superannuation
Position offered:	Ongoing role - full time or part-time (our Agency is committed to supporting flexible ways of working)
Closing date:	Midnight, Tuesday 14 September 2021 – we will review applications as they arrive.
Contact Officer:	Janin Bredehoeft, Research, Analytics and Education Executive Manager
Contact number:	(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, 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 influencer. 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 an influencer our 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

Position description

Position number:	23846
Position title:	Senior Research and Education Adviser
APS Level:	APS6
Position:	Ongoing - full time or part-time (our Agency is committed to supporting flexible ways of working)

Purpose of the position

The Senior Research and Education Adviser is a key member of the Research, Analytics and Education team that seeks to educate and influence positive change in Australian workplaces by:

- Developing, writing, and promoting informed evidence-based research and education resources in gender equality ready for public dissemination and discussion.
- Collaborating strategically to build strong relationships between the Agency and its stakeholders, with an initial primary focus on public sector reporting.
- Using the Agency's world leading data to position it as the leading source of information and advice on workplace gender equality issues.
- Providing expertise advice across communities of practice and various education channels, including presentation, workshops, eLearning, video, screencast, and podcast.

The Senior Research and Education Adviser will be responsible for the management and delivery of education and research projects, monitoring, collating, developing, and disseminating relevant gender equality resources. A key part of this role will be the management of the public sector reporting project, focusing on identifying and liaising with relevant stakeholders. This role is also responsible for creating and updating the educational tools and resources (including online educational material, presentations, screencasts, and webinars).

Key capabilities for success in this role include the ability to critically analyse new and existing gender equality literature to ensure that the Agency's education material, insight papers reflect emerging best practice in addressing workplace gender inequality.

Expected outcomes and accountabilities

This position reports to the Research, Analytics and Education Executive Manager and works collaboratively with the Education Manager. Typical duties to be performed include:

- Independently delivering on research and education requests from internal and external stakeholders.
- Managing and delivering on the education requirements for the voluntary and mandatory public sector reporting.
- Managing and delivering key team projects and initiatives, in consultation with the Education Delivery Manager and the Research and Analytics Executive Manager.
- Providing expertise across a broad range of topics by delivering clear, considered, and insightful research reports and educational tools (regular and ad hoc) suitable for public dissemination (including factsheets and insight papers).
- Monitoring relevant new and existing research and ensuring that the Agency's education and research material reflects emerging trends and are based on current and valid evidence.
- Building, maintaining, and managing relationships with external stakeholders including academics, educators, and business representatives.
- Supporting the development of the Agency's website and community of practice, particularly with regards to implementing emerging education technologies.
- Proactively identifying opportunities to promote the Agency's research and education content.
- Working with cross-Agency project teams to deliver education, research, and reporting initiatives.
- Other duties as required.



Required capabilities

- Demonstrated track record in leading the development of research based educational resources and reports.
- Demonstrated experience with the creation of multimedia content in an education environment including understanding of software programs (e.g. Captivate, Adobe creative suite, experience with creating motion graphics, eLearning modules, webinars, slides, H5P).
- Demonstrated project management experience, including co-ordination of complex projects within tight timelines using a proactive approach to problem solving.
- Strong verbal and written communication skills including delivering content that effectively interprets and summarises relevant research, data, and literature in an accessible way. This includes the ability to make concise recommendations to the senior executive level based on robust analysis of relevant issues.
- Well-developed interpersonal skills and the ability to collaborate with and maintain strong relationships with a broad cross-section of stakeholders.
- The ability to deliver time-critical work under broad direction, with a superior attention to detail while working flexibly and co-operatively in a team.
- Knowledge of issues relating to workplace gender equality and related principles, concepts, and practices. This includes monitoring emerging issues across government, academic research and the business community.
- A relevant Tertiary qualification.

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.

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 **mid-September** with offers expected to be made **within two** weeks of interview.