



Application Package

Position title:	Data Analyst
APS Level:	APS5 (\$77,779 to \$82,414 plus 15.4% super)
Position offered:	Full time (committed to supporting flexible working arrangements)
Closing date:	Midnight, Tuesday 3 May 2022 – 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:

- 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 Australian citizens. Baseline clearance or the ability to achieve 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 (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 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 May 2022** with offers expected to be made **within two** weeks of interview.



Position description

Position number:	46937
Position title:	Data Analyst
APS Level:	APS 5
Position:	8-month non-ongoing role until 22 December 2022 Full-time (commitment to flexible working arrangements)

Purpose of the position

The Data Analyst is a key role in our Research, Analytics and Education team whose purpose is to analyse, develop insights and tell compelling gender equality stories with our data. This team uses data analysis to inform focus areas and ensure innovation and best practice in relation to gender equality. This role contributes to the management of the Agency's world-leading data set and the provision of data and analysis within the Agency.

Key capabilities for success in this role will be the ability to; use sound judgement and insights to validate and analyse our 2021-22 gender equality data set, draw out the stories behind data in an engaging and meaningful way, apply a proactive approach to problem solving in delivery of work.

Expected outcomes and accountabilities

This position reports to the Research, Analytics and Education Executive Manager and under limited direction is accountable for:

- using expert technical knowledge to extract data, conduct data cleaning and validation activities (Quality Assurance and Quality Control) of gender equality reporting data, covering private sector and, for the first time, public sector
- preparing customised data extracts, graphs and tables in a suitable format for different internal and external stakeholders
- supporting and conducting data analysis activities, using statistical and domain knowledge (including ABS and Agency data)
- assisting with report development in Tableau
- interpreting data analysis results from 2021-22 gender equality reporting data to draw conclusions and supporting the preparation of clear written and graphical summaries of data
- preparing reports using internal and external sourced data for a range of audiences
- developing knowledge of the data schemes, structures, calculations administered and conducted by the Agency
- responding to requests, including ad hoc for information and data from external and internal stakeholders in a timely and accurate manner.
- assisting with Agency-wide projects

Expected capabilities

The Data Analyst will contribute to the Agency capability by being able to:

- demonstrate statistical analysis and problem-solving skills with the capacity to generate innovative solutions to complex data or technical issues
- demonstrate experience working with advanced features of Excel (e.g. writing formulae, macros and using pivot tables) and large datasets, including data cleaning, verification, and manipulation
- demonstrate technical proficiency using data visualisation tools or programs such as Tableau or PowerBI
- synthesise information from a variety of sources and create a meaningful narrative and insights that are relevant for a range of audiences
- demonstrate a working knowledge of databases (using SQL) and data analysis tools
- confidently present messages in a clear, concise, and articulate manner. Focusing on key points and using appropriate, unambiguous language
- build and sustain positive relationships with team members.
- work independently and flexibly, with limited supervision, analysing and using some judgement to select an appropriate course of action in a busy office environment
- apply organisational and time management skills, including the ability to deliver time-critical work under broad direction, while working flexibly and co-operatively in a team with a strong attention to detail and accuracy. Keeping to agreed deadlines and effectively communicating changes back to relevant parties.
- adopt a principled approach and adhere to the APS Values and Code of Conduct. Always Acts professionally and operates within the boundaries of organisational processes and legal and public policy constraints.
- have Baseline Security clearance or the ability to obtain clearance (must be an Australian Citizen)
- hold tertiary qualifications in relevant disciplines (such as social sciences or statistics) or have relevant work experience.

The Agency

What we are looking for

- people who are committed to supporting and delivering change in gender equality 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.

