



Application Package

Position title:	Senior Recruitment Specialist
APS Level:	APS6 (\$83,809 to \$95,739 plus 15.4% super)
Position offered:	Full time or Part time (committed to supporting flexible working arrangements)
Closing date:	Midnight, Monday 9 May 2022 – we will review applications as they arrive.
Contact Officer:	Anne Beath – Operations 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-late May 2022** with offers expected to be made **within two** weeks of interview.



Position description

Position number:	47176
Position title:	Senior Recruitment Specialist
APS Level:	APS6
Position offered:	Non-ongoing role (12 months) Full time or Part time (committed to supporting flexible working arrangements)

Purpose of the position

We are growing and looking for someone to help us achieve our business strategy by ensuring we have the right people, in the right place, at the right time. We need your expertise in workforce planning and recruitment to make this happen!

The Senior Recruitment Specialist will be responsible for the implementation of an expanded organisational structure and the management of all related recruitment (executive and non-executive). The role reports to the Operations Executive Manager and works collaboratively with senior leaders across the Agency to shape and articulate the capabilities and accountabilities required to deliver on the Agency strategy

The role will be critical to enable our Agency's workforce planning/talent management practice, embedding effective sourcing and induction strategies into our ways of working. Providing expert and timely advice and ensuring our Agency processes reflect contemporary best practices and adhere to legislation requirements. This role requires experience in project-based workforce planning and end-to-end recruitment processes, including managing multiple tasks and competing deadlines and delivering a collaborative and responsive service.

Expected outcomes and accountabilities

Reporting to the Operations Executive Manager, this position is accountable under broad direction for:

- establishing key relationships and working with the leadership team to understand each new role's key activities, outcomes, competencies, making recommendations, taking detailed job briefs, and proposing recruitment strategies. Drawing on this information to map to the Agency's RACI and translating this into a market relative position description
- translating organisation strategies into workforce resource plans
- managing the full recruitment process including candidate selection, reference, and background checks, offers and onboarding for new hires
- developing templates and processes to improve current resourcing and recruitment process and other initiatives within the broader HR team
- helping identify top talent, managing internal and external advertising including using innovative sourcing tools
- ensuring the candidate experience is positive and enjoyable, facilitating quick turn-around times for feedback and next steps
- applying relevant Agency policy, and federal employment practices.

Expected capabilities

- relevant tertiary qualifications in human resources and/or extensive experience in recruitment in a smaller organisation
- strong project management skills and experience, including managing internal stakeholders and external agencies, and multiple campaigns and projects at once.
- must be comfortable in fast-paced, deadline-driven environment and able to manage priorities well
- demonstrated experience in building sustainable relationships with a wide range of stakeholders, using highly developed interpersonal, and networking skills.
- superior written and verbal communication skills to present messages in a clear, concise manner and able to tailor communication to suit the audience.
- have an ability to drive continuous improvement and innovative customer centric service
- demonstrate a principled approach to the APS Values and Code of Conduct, always acting professionally.
- 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.