



# Application package

<b>Position title:</b>	Senior Researcher
<b>APS Level:</b>	APS 6 (\$82,166- \$93,862 plus 15.4% superannuation)
<b>Position offered:</b>	Ongoing role Part-time (3 days a week). We are committed to supporting flexible working arrangements.
<b>Closing date:</b>	Monday 31 <sup>st</sup> May 2021 (9:00am) – we will review applications as they arrive.
<b>Contact Officer:</b>	Janin Bredehoeft, Research, Analytics and Education Executive Manager
<b>Contact number:</b>	(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, 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)

# How to prepare your application

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## Eligibility to apply

Applicants must be an Australian citizen or eligible to apply for Australian citizenship.

## 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 (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 **early June 2021** with offers expected to be made **within two** weeks of interview.



# Position description

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<b>Position number:</b>	41810
<b>Position title:</b>	Senior Researcher
<b>APS Level:</b>	APS 6
<b>Position:</b>	Ongoing part-time position (3 days a week, WGEA is committed to flexible working arrangements)

## Purpose of the position

The Senior Researcher is part of a highly engaged team that seeks to educate and influence positive change in Australian workplaces through its work in:

- identifying and promoting informed evidence-based public discussion of gender equality leading to workplace engagement,
- initiating data-led research and education opportunities,
- developing national and international literature,
- seeking out partnerships to ensure innovation and best practice in relation to gender equality across Australia, and
- using the Agency's data-rich research to position it as the leading source of information and advice on workplace gender equality issues.

The position has the opportunity to develop and deliver the research strategy including, creation of reports, factsheets, resources, and tools to inform and equip organisations to improve gender equality; translating best practice and theory into practical applications that will make a difference

## Expected outcomes and accountabilities

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

- providing expertise across gender equality research to develop, design and deliver new research projects, including sound evidence-based analysis in gender equality, including evaluating, collating and disseminating relevant research in gender equality, labour-markets and related research
- applying a thorough understanding of research to plan, manage and deliver robust research methodologies for objective measurement and evaluation of projects, programs and initiatives in line with Agency priorities
- using professional research expertise to conduct research and write high quality, clear, considered and insightful research reports (regular and adhoc) suitable for public dissemination to different audiences, including survey development.
- the preparation of ministerial briefing papers and correspondence for presentation to the Agency Executive team.
- providing clear and targeted strategic advice on qualitative and quantitative research, including methods and methodology related to gender equality
- monitoring relevant new and existing research including methods and methodology related to gender equality and ensuring that the Agency's research material reflects emerging trends and are based on current and valid evidence.
- leading and communicating the effective and timely delivery of research objectives to meet the Agency's research and overall strategic needs
- providing high quality conceptual development and management of research processes and products for internal and external educational purposes; this includes identification and management of consultants/research institutions, coordination of internal project teams, and ensuring deliverables within established budget and time parameters.



- maintaining and building relationships with relevant research and educational institutions and prominent academics, NGO think-tanks and other public and private institutions in the areas of innovation, markets and policy
- presenting information to large and small groups of people through public speaking engagements
- managing and delivering key team projects and initiatives, in consultation with all research and education team members
- contributing to other Agency projects as required

## Expected capabilities

The Senior Research Adviser will contribute to the Agency capability by being able to:

- obtain Baseline Security clearance
- demonstrate experience in conducting significant research projects in related fields, including primary and secondary research of quantitative and qualitative data. Fields may include gender equality, economics, labour, business, political science, social science, gender, development.
- use extensive 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
- synthesize externally produced research into succinct and clear reports that can inform the Agency's programs and advocacy agenda
- manage consultant contracts for quality research within short time frames
- apply strong communication skills including the capability to influence senior stakeholders and negotiate productive outcomes. apply excellent written and verbal communication skills including effective speech writing which includes the demonstrated ability to confidently present messages in a clear, concise manner and to tailor communication style to suit the audience.
- build and sustain positive relationships with team members, stakeholders and clients. Proactively offers assistance for a mutually beneficial relationship. Anticipates and is responsive to client and stakeholder needs and expectations.
- support the Agency strategic direction by developing and driving related stakeholder engagement strategies, goals, and workplans with a focus on building sustainable partnerships with a wide range of organisations. Able to identify broader factors, trends and influences that may impact on the Agency's work objectives. Considers the ramification of issues and longer-term impact of own work and work area.
- work independently and flexibly, with limited supervision, analysing and using some judgement to select an appropriate course of action in a busy office environment. This includes taking a proactive approach and personal responsibility for accurate and timely completion of work.
- see projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and adheres to documentation procedures. Seeks feedback from supervisor to gauge satisfaction
- adopt a principled approach and adhere to the APS Values and Code of Conduct. Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in internal forums.
- make decisions that concern complex or escalated issues and have a medium to high impact on the work area however the impact on agency operations is limited

## Required Technical Skills

- Relevant tertiary qualification and experience or an equivalent level of knowledge gained through any combination of education, training and experience
- Extensive and proven experience in research and analysis
- Knowledgeable in various research methodologies
- Proficient using Microsoft Office Suite, CRMs (Salesforce)
- Able to perform objective and ethical research methods

# 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.

