



# Application package

<b>Position title:</b>	Senior Data Analyst
<b>APS Level:</b>	<b>APS 6</b> (\$83,809 to \$95,739 plus 15.4% Superannuation)
<b>Position offered:</b>	12- month parental leave cover, full time or part time (our Agency is committed to flexible working arrangements) December 2021 – end of December 2022
<b>Closing date:</b>	Tuesday 23rd November before Midnight
<b>Contact Officer:</b>	Janin Bredehoeft, Research and Analytics 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, 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](http://www.wgea.gov.au)

# How to prepare your application

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## 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 the first page 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:

- **Personal details** including your contact details.
- A **summary** of your work experience.
- A **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 (approximately 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 in **late-November or early December 2021** with offers expected to be made **within two** weeks of interview.

# Position description

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<b>Position number:</b>	23842
<b>Position title:</b>	Senior Data Analyst – Parental Leave
<b>APS Level:</b>	APS 6
<b>Position:</b>	12-month parental leave cover full-time or part time (our Agency is committed to flexible working arrangements)

## Purpose of the position

The Senior Data Analyst is a key member of the Research, Analytics and Education team. The Senior Data Analyst is a key member of the Research, Analytics and Education team. This role is responsible for assisting with the management of the Agency's world-leading data set and the provision of comprehensive data and statistical services within the Agency.

The key focus of this role is data analysis and the development of data visualisations as well as the development and management of data quality processes across the life cycle of the Agency's data collection activities.

Key deliverables for this role over the 12-month period will be:

- ✓ conduct first ever analysis of gender equality data in Australia using location and age data
- ✓ develop data reports that drive strategic engagement with employers and public sector organisations in their action on workplace gender equality
- ✓ build and drive the development of a suite of new data visualisations to be published on a variety of communication channels using Tableau
- ✓ conduct data analysis of new census data of Australian workplaces in late 2022

Key capabilities for success in this role include a proactive approach to problem solving and delivery of work, experience in data processing activities, working with large and complex datasets and an ability to critically assess results of data analysis to draw meaningful insights.

## Expected outcomes and accountabilities

This position reports to the Research, Analytics and Education Executive Manager and works collaboratively with the Manager Data Insights and the Data Analytics Officer across the data collection life cycle. Typical duties to be performed include:

- data management activities as they relate to the CRM, data warehouse and analytic tools across the data life cycle.
- ensuring that the Agency's datasets are fit-for-purpose for internal reporting and analysis as well as external dissemination, including the development of data quality statements and the maintenance of an up-to-date metadata repository.
- conducting statistical data analysis using our world-leading dataset and other data sources
- development of data validation and assurance processes, including automated system checks and processes for assessing potential data errors.
- supporting the development of reports in Tableau and KPI dashboards.
- developing and maintaining a strong relationship with external technology providers and being a primary point-of-contact for data quality issues.
- acting as a point of contact for stakeholders and research partners where necessary and independently responding to requests for information and data from internal and external stakeholders.
- during peak data processing periods, this position also provides training and support to staff.
- contributing to other Agency projects as required.

## Expected capabilities

- At least 2 years of experience as a Data Analyst
- High level technical proficiency in managing large complex datasets or databases using an integrated suite of tools for statistical analysis (SPSS, R, etc.) and data visualisation (e.g., Tableau).
- Tertiary qualifications or equivalent in a relevant field (e.g., IT systems, statistics, data management)
- Strong data management and problem-solving skills with the capacity to generate innovative solutions to complex technical issues.
- Ability to interpret and clearly communicate technically complex concepts using plain language.
- Sound written and verbal communication skills including demonstrated ability to confidently present data analysis results to targeted audiences.
- Able to build and sustain positive relationships with team members, stakeholders, and clients.
- Can 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.
- Sees projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and adheres to documentation procedures.
- Adopts a principled approach and adheres 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.
- Ability to develop an understanding of current trends, issues and policies relating to gender equality.
- **Baseline Security Clearance** or the ability to obtain clearance (this includes being an Australian Citizen).

## 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 organisation offers a culture that is committed to achieving results and values innovation
- we are a small organisation that offers opportunities to work on agency wide projects
- we offer flexible working arrangements and excellent working conditions
- we offer attractive salary ranges and superannuation as well as a range of other benefits.