

# Position Description

<b>Position title:</b>	<b>Capacity Building – Executive Manager</b>
<b>Position offered:</b>	Ongoing role. Full-time, we are committed to supporting flexible working arrangements.
<b>Reporting To:</b>	Agency Director
<b>Location</b>	Level 7, 309 Kent St, Sydney CBD
<b>Closing date:</b>	<b>17 July 2022</b>

## About the Agency

The Workplace Gender Equality Agency (WGEA/Agency) is the Australian Government's 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 federal and state and territory public sectors.

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](http://www.wgea.gov.au)

## About the opportunity

This exciting and new leadership role has come about as a result of a desire to speed up the rate of change in gender equality in Australian workplaces. WGEA requires the assistance of a skilled and motivated person who has demonstrated experience and expertise in identifying and delivering change in workplaces. Working as part of the executive team, the Capacity Building Executive Manager will be responsible for the planning and the delivery of the Agency's employer capacity building strategy and leading a small team to deliver it.

# Position description

<b>Position title:</b>	Capacity Building - Executive Manager
<b>APS Level:</b>	Executive Level 2
<b>Position:</b>	Ongoing role. Full-time position. WGEA is committed to flexible ways of working.

## Purpose of the position

WGEA has been instrumental in the improvements in gender equality in workplaces over the past 10 years. However, the rate of change is too slow. WGEA has used gender equality reporting, education and research tools and resources, a voluntary Employer of Choice citation and public debate as the primary mechanisms to promote change. In order to accelerate progress, WGEA is establishing a new team, to work directly with employers, to assist them to identify areas of opportunity and how to implement them in their organisations.

This role needs to establish the new team, build employer engagement and drive action. The team will develop new and effective ways of engaging with employers, including establishing a Community of Practice and a direct advisory capacity as well as collaborating across WGEA, utilising the tools and resources and tapping into the expertise of employers of choice.

This role will also lead the work with employers to implement changed requirements under the Workplace Gender Equality Act 2012 resulting from the recent Review of the WGE Act (e.g. new minimum standards for large companies to set, meet and report on gender equality targets or enhancements to the measures captured under the gender equality indicators). Note: These changes require legislative amendments to come into effect.

In addition to having strong stakeholder engagement capabilities, this role will require a capability to develop new programs and understand the drivers of behavioural and culture change in organisations. The role requires an experienced leader and change agent with highly developed strategic and program management capabilities, able to create and communicate a compelling vision that supports and sustains the work of the Agency to actively engage employers and other workplace participants.

## Expected outcomes and accountabilities

Reporting to the Agency Director, this position is accountable under broad direction for:

- providing strategic leadership on matters relating to driving change within organisations, ensuring the Agency successfully delivers accelerated improvement in gender equality in workplaces.
- developing a capacity building strategy, an employer engagement model and implementation plan.
- using well developed professional knowledge of private sector employers and developing and maintaining relationships with key external stakeholders to enable the delivery of the capacity building strategy.
- establishing a WGEA Community of Practice which helps drive change.
- collaborating with key internal stakeholders to ensure successful delivery of the plan.
- leading a high performing capacity building team.
- leading a team that collaborates with other Agency teams to support delivery of gender equality reporting and employer of choice recognition programs.
- understanding the opportunities and limitations of our legislative remit.
- producing clear, considered and insightful analysis suitable for presentation to key stakeholders on Gender Equality and to inform future Agency initiatives.
- evaluating performance of the team and refining strategy and approach.
- representing the Agency in external forums including media, where required.
- contributing to the overall Agency strategy and operations by working as part of the Executive Team.

## Expected capabilities

- a commitment to Gender Equality and a passion to improve it in Australian workplaces.
- demonstrated experience to lead the capacity building team, encouraging the team to focus on innovative ways of meeting operational objectives and fostering a culture of continuous improvement.
- advanced project management capabilities, working within budget, tight timeframes and across multiple stakeholders.
- a well-developed understanding of the drivers and levers for organisational behavioural and cultural change.
- demonstrated experience working with employers and delivering initiatives over a sustained period.
- strong stakeholder engagement capability to manage relationships with a wide range of employers and an innate ability to know and understand your “audience” using highly developed interpersonal and networking skills.
- excellent written and verbal communication skills including demonstrated ability to confidently present messages in a clear, concise manner and to tailor communication style to suit the audience. This includes public presentation and facilitation skills.
- demonstrated experience in making decisions based on highly developed professional judgement, evaluating risk and in the context of a complex and changing environment.
- a highly developed understanding of gender equality issues in the workplace with the ability to quickly learn about a subject matter in detail.
- a principled approach and adherence to the APS Values and Code of Conduct.
- 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 Gender Equality 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 with energy and a determination to succeed.
- people who can make sound decisions and exercise sensible 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.
- roles that have a direct connection to strategic outcomes.
- flexible working arrangements, including working from home, and excellent working conditions.
- modern offices in Sydney CBD.
- attractive salary packages including generous superannuation and a range of other benefits.

# Preparing your application

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## Eligibility to apply

Applicants must be able to obtain Baseline Security Clearance (this requires being an **Australian citizen**).

## 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.

## 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 and capabilities of the role. This will help the selection panel make an informed assessment of your suitability.
- Any further relevant information.