



Application package

Position title:	HR and Operations Officer
APS Level:	APS5
Salary package:	Salary package from \$97,782 to \$103,608 (includes base salary of \$84,733 to \$89,782 plus 15.4% superannuation)
Position offered:	Full-time, ongoing <i>Flexible working arrangements available</i>
Office location	Level 7, 309 Kent St, Sydney CBD
Closing date:	Wednesday 8 th May 2024 (9am)
Contact Officer/s:	Anne Beath – Operations Executive Manager
Contact number:	(02) 9432 7006

This application package includes information on our Agency, the role, how to prepare your application and the selection process.

About the opportunity

This position is responsible for working collaboratively with senior leaders across the Agency to source and onboard new team members with the capabilities and accountabilities required to align with and deliver on the Agency strategy. With a focus on ensuring our employee recruitment and onboarding experience is positive and seamless, this role is also responsible for engaging and timely communication with internal and external stakeholders.

The HR & Operations Officer will coordinate and drive key Wellbeing and WH&S projects to enhance our employee experience, support learning and development administration and also has a role assisting with facilities management acting as key liaison with building management, along with delivery of other key operational projects.

Reporting to the Senior HR Adviser and working closely with the broader Operations team, this position maintains strong working relationships internally and externally, liaising with a diverse range of people and requires a proactive approach, the ability to exercise judgement and discretion and the ability to manage competing pressures and time demands.

The team

The HR & Operations Officer is part of a high performing Operations team at WGEA. The team drives the Agency planning and governance, enabling effective resource management including workforce management, finance and corporate activities, collaboration, and information management.

About our Agency

The Workplace Gender Equality Agency (WGEA/Agency) is the Australian Government's key agency charged with promoting and improving gender equality 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).

WGEA ambition is to accelerate progress towards workplace gender equality. We are a small unique agency with a big agenda.

At WGEA you will be part of a team of high achievers who are passionate, friendly, and fun. We understand what working flexibly means. We pride ourselves on being a respectful, diverse, and inclusive community. We encourage and welcome applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people.

What our Agency looks for

- ✓ people who are committed to supporting and delivering change in Australian workplaces (our purpose).
- ✓ flexible and adaptable people to meet immediate needs and future challenges.
- ✓ team oriented people who have energy and are determined to succeed.
- ✓ people who are open, service orientated, accountable, of high integrity, and can operate based on impartial evidence (our Values).

What we offer

We value each team members contribution and offer:

- ✓ a culture that is committed to our purpose and getting results, recognises achievements, and values innovation.
- ✓ opportunities for team members to work on agency wide projects and encouraging everyone to be adaptable and collaborative.
- ✓ flexible working options and environment that brings out the best outcomes from you. Whether that is working from our modern offices in Sydney CBD or from home each team members working day can be different
- ✓ attractive salaries and superannuation (15.4%) as well as a range of other benefits.
- ✓ a culture and leadership team that believe in diversity and inclusion.

Further information about our Agency is available at www.wgea.gov.au



Position description

Position number:	49422
Position title:	HR and Operations Officer
APS Level:	APS 5
Position:	Ongoing, Full time (<i>Flexible working arrangements available</i>)

The role

This position is responsible for working collaboratively with senior leaders across the Agency to source and onboard new team members with the capabilities and accountabilities required to align with and deliver on the Agency strategy. With a focus on ensuring our employee recruitment and onboarding experience is positive and seamless, this role is also responsible for engaging and timely communication with internal and external stakeholders.

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The key duties of the position include:

Human Resources

- establishing key relationships and working with the leadership team to understand each role being recruited key activities, outcomes, competencies, from developed position descriptions to effectively advertise role
- managing the full talent acquisition process including internal/external advertising using innovative sourcing tools, supporting leaders with merit-based candidate selection processes, coordinating reference and background checks, through to new hire offers, ensuring each candidate's experience is positive and enjoyable, facilitating quick turn-around times for feedback and next steps applying relevant Agency policy, and federal employment practices.
- coordinate and deliver as part of the HR team the WGEA onboarding and offboarding programs including key Agency communications
- as part of the HR team facilitate the delivery and communication of the Agency's Wellbeing and WH&S plans
- support the administration of Agency learning and development activities
- working closely with the Executive and Operations team to implement and continuously improve HR policies, procedures and programs

Operational

- lead or support on key operations team projects including the maintenance of operation team updates to the Agency Intranet
- be the key contact for office property and facilities management at the Agency ,acting as key liaison with building management for broader facilities activities such as; fire certification compliance, larger change projects etc.
- coordinate with the corporate support and administration officer on key operational activities as required.
- delivery of other key operational projects.



Expected capabilities

- relevant tertiary qualifications in human resources and/or strong experience in talent acquisition/HR in a smaller organisation
- strong project management skills and experience, including managing internal stakeholders and external agencies, and multiple 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.



How to prepare your application

Agency Eligibility Criteria:

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise in writing. Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role as indicated. All staff are required to have a minimum baseline security clearance. Baseline security clearances require you to be an Australian Citizen and meet AGSVA criteria.

Successful applicants will also be required to successfully pass a National Criminal History check.

Diversity

The Agency values the contributions of people with different backgrounds, experiences and perspectives. 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.

RecruitAbility

The Agency is committed to supporting the employment and career development of people with disability. Our participation in APS RecruitAbility means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into RecruitAbility and meet the minimum requirements for the vacancy.

How do you opt into RecruitAbility?

Simply note in your cover letter that you wish to:

1. Opt into RecruitAbility, as you have a disability (definition as defined by [Australian Bureau of Statistics](#))
2. Clearly show how you meet the requirements of the vacancy with our Agency.

Questions about the position

The contact officer is available to answer any questions you have about the position. Their contact details are on page one of this application package.

Lodging your application

Your application should be emailed to recruitment@wgea.gov.au.
Late applications will not be accepted unless exceptional circumstances exist.

Preparing your application

Use the attached checklist to ensure you include all relevant information and documentation.



Recruitment Process

The selection may be undertaken based on applications and referee reports where a clear result can be determined from this documentation / process. A selection panel (usually two to three people) will be formed to consider all applications and develop a shortlist for any further assessment. If it is determined that further assessment including an interview is necessary, the panel will conduct a video interview which may also include a short practical exercise.

Availability for interview

We make hiring decisions based on your experience, skills and passion, as well as how you can enhance WGEA and our culture. Please note that interviews are conducted virtually. When you apply, please tell us the pronouns you use and any reasonable adjustments you may need during the interview process.

If you are shortlisted for an interview, you can expect at least two days' notice. If you are not shortlisted for interview, you will be notified in writing. Interviews are planned to occur in early May with offers expected to be made within two weeks of interview.

Application Checklist

Prior to sending your application email to recruitment@wgea.gov.au, use the below to ensure you have included all relevant details.

Have you included in your application cover letter and/or CV/Resume:

- Your full name, contact phone number, and personal email address.
- Title of the Vacancy you are applying for
- Relevant diversity information
- If you wish to opt into RecruitAbility (information detailed in how to prepare your application)
- If you meet the Agency eligibility criteria, confirmation of your Australian citizenship, along your ability to successfully clear a National Criminal Records Check upon engagement
- Contact details of two recent referees including your current or most recent supervisor (we will seek your permission before we contact your referees)
- Any further relevant information.

Have you attached to your email:

- A cover letter/statement outlining how your skills, experience and qualifications will help you to meet the capability requirements of the role. (one page).
- Your CV/Resume which provides a summary of your work experience.