

Senate Community Affairs Committee
ANSWERS TO ESTIMATES QUESTIONS ON NOTICE
FAMILIES, HOUSING, COMMUNITY SERVICES AND
INDIGENOUS AFFAIRS PORTFOLIO
2012-13 Budget Estimates Hearings

Outcome Number: 6

Question No: 156

Topic: Equal Opportunity for Women in the Workplace Agency

Hansard Page: Written

Senator Cash asked:

I refer to Question on Notice answer 197 from the 2011-12 additional estimates hearings where I requested a list of each position in EOWA with the relevant job description for each of the positions. Can you please provide a list of the 30 positions and the relevant job descriptions?

Answer:

A list of each position in EOWA, other than the position of Director, is provided below. This is followed by a job description for each position.

1. Executive Assistant
2. Reporting & Education Executive Manager
3. Reporting Manager
4. Education Manager
5. Senior Reporting & Client Advisor
6. Senior Education & Client Advisor
7. Reporting & Client Officer
8. Reporting & Education Assistant
9. Reporting Systems Senior Administrator
10. Reporting Systems Administrator
11. Partnerships & Communications Executive Manager
12. Partnerships Manager
13. Communications Manager
14. Online Communications Editor
15. Communications Officer
16. Events & Partnerships Officer
17. Research Executive Manager
18. Research & Data Analysis Senior Officer
19. Data Analysis & Statistics Officer
20. Executive Manager Strategy
21. Operations Executive Manager
22. Finance Manager
23. Finance & Administration Officer
24. HR Manager
25. HR Officer
26. IT Project Manager
27. Project Officer

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- 28. IT Administrator
- 29. Records Administrator
- 30. Receptionist
- 31. Reporting Systems Operator

Job descriptions -

1. Executive Assistant –

The Executive Assistant will work with the Director and assist the Operations Executive Manager and team by providing a high level of administrative assistance.

This position reports to the Director and has no direct reports. This position also has a reporting line to the Operations Executive Manager.

2. Reporting & Education Executive Manager –

The Reporting & Education Executive Manager will work as part of the Executive Team and is responsible for the strategic development and management of the compliance programs and reporting & education strategies. The Reporting & Education Executive Manager is responsible for managing both the Education & Reporting teams. This role reports to the Director of the Agency and has four direct reports. These direct reports manage up to 13 positions.

3. Reporting Manager -

The Reporting Manager will be working as part of the Reporting & Education Team and will be responsible for the management of the reporting and review functions of the Agency as well as the leading edge programs such as the EOWA Employer of Choice for Women (EOCFW) and the Agency's awards nomination and judging processes. This position reports to the Reporting & Education Executive Manager and has up to five full-time equivalent direct reports which are the Snr Reporting & Client Advisors and the Reporting & Client Officers.

4. Education Manager –

The Education Manager will be working as part of the Reporting & Education team and is responsible for the management and delivery of the Education function of the Agency. This position reports to the Reporting & Education Director and has three full-time equivalent direct reports of Senior Education & Client Advisors.

5. Senior Reporting & Client Advisor –

As part of the Reporting team within the broader Reporting & Education Team, assess gender equity reports submitted by non-government relevant employers. These roles provide high-level advice to Agency clients and stakeholders on developing and implement gender equity

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policies and practices as well as gathering information for Agency educative resources. These roles will also conduct reviews of reports for accuracy and contribute to the leading edge programs of the Agency including assessment of applications for the Agency's award programs. This position reports to the Reporting Manager and has no direct reports.

6. Senior Education & Client Advisor -

The purpose of the Senior Education & Client Advisor position is to educate stakeholders on achieving gender equality outcomes in their workplaces. These roles form part of the Education Team within the broader Reporting & Education Team and will be designing education tools, including on-line tools, website educational materials, including case studies, and facilitating educational sessions for practitioners, business and industry groups including conference presentations. This position reports to the Education Manager and has no direct reports.

7. Reporting & Client Officer

As part of the Reporting team within the broader Reporting & Education Team, assess gender equity reports submitted by non-government relevant employers. These roles provide high-level advice to Agency clients and stakeholders on who is covered under the Act, advice on developing and implementing gender equity policies and practices as well as gathering information for Agency educative resources. This role will assist with the reviewing of reports for accuracy and assist with the leading edge programs of the Agency. This position reports to the Reporting Manager and has no direct reports.

8. Reporting & Education Assistant

The Reporting & Education Assistant will be working as part of the Reporting & Education team and will be responsible for providing administrative assistance to that team. This role will assist with the preparation for workshops, educational sessions and reviews; respond to reporting-related enquiries of a less complex nature; make changes to database records; and format, compile and distribute materials related to the team's programs. This position reports to the Reporting & Education Executive Manager and has no direct reports.

9. Reporting Systems Senior Administrator

The Reporting Systems Senior Administrator is part of the Reporting & Education team and is responsible for the day to day management, maintenance and operation of the Agency's reporting database, managing reporting organisations' queries including those relating to online updates of corporate structures, contacts and organisational details. This position reports to the Reporting & Education Executive Manager and has one direct report, the Reporting Systems Administrator.

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10. Reporting Systems Administrator

The Reporting Systems Administrator is part of the Reporting & Education team and is responsible for maintenance and updating corporate information in the Agency's reporting database. This role responds to reporting organisations' queries including those relating to online updates of corporate structures, contacts and organisational details. This position reports to the Reporting Systems Senior Administrator and has no direct reports.

11. Partnerships & Communications Executive Manager

The Partnerships & Communications Executive Manager will be working as part of the Executive Team and will be responsible for managing EOWA's partnerships and communications strategy, which is designed to maximise opportunities and enable EOWA to work with key stakeholders to highlight gender equality issues. This position reports to the Director and has two direct reports: Partnerships Manager and Communications Manager.

12. Partnerships Manager

The Partnerships Manager will work in the Partnerships teams within EOWA. They will be responsible for managing EOWA events and other partnerships initiatives as well as assisting the Executive Partnerships Manager. This position reports to the Partnerships Executive Manager and has one direct report.

13. Communications Manager

The Communications Manager will be responsible for the development and implementation of a communications strategy designed to raise the profile of the Agency among its stakeholders and the wider community. The Communications Manager will also be responsible for managing the Communications team and overseeing all external communication, including media, newsletters, speeches, website content and the management of the Agency's contributions to relevant enquiries and committees. This position reports to the Partnerships Executive Manager and has 2 direct reports of Online Communications Editor and Communications Officer.

14. Online Communications Editor

The Online Communications Editor will be responsible for supporting and managing the Agency's online communications strategy. This position reports to the Communications Manager and has no direct reports.

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15. Communications Officer

The purpose of the Communications Officers position is to write or review all Agency written communications and support the implementation of the Agency's communications and media strategy. This position reports to the Communications Manager and has no direct reports.

16. Events & Partnerships Officer

The Events & Partnerships Officer will work in the Partnerships teams within EOWA. They will be responsible for working on EOWA events and other partnerships initiatives in consultation with the Partnerships Manager, as well as assisting the Executive Partnerships Manager. This position reports to the Partnerships Manager and has no other direct reports.

17. Research Executive Manager

Purpose of the Research Executive Manager position is to develop and implement the Agency's Data Analysis and Research Strategy. This position reports to the Director and has two direct reports which are the Snr Data Analysis & Research Advisor and Data Analysis & Research Officer.

18. Research & Data Analysis Senior Officer

The Research & Data Analysis Senior Officer will assist with the management of various research projects, and in the provision of data & statistical services within the Agency. This position reports to the Data Analysis and Research Executive Manager and has no direct reports.

21. Data Analysis & Statistics Officer -

The Data Analysis and Statistics Officer will to assist in data management and the provision of data & statistical services within the Agency, with a focus on data gathering, extraction, manipulation and analysis in accordance with the Agency's research strategy. This position reports to the Data Analysis and Research Executive Manager and has no direct reports.

22. Executive Manager Strategy -

The Executive Manager Strategy will be working as part of the Executive Team and will be responsible for managing strategic opportunities, which are designed to highlight gender equality issues with key stakeholders. This position reports to the Director and has no direct reports.

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23. Operations Executive Manager -

The Operations Executive Manager role drives the support functions of the Agency and is responsible for coordination of major cross-agency initiatives. This position reports to the Director and has six direct reports. These direct reports manage four positions. The Operations Executive Manager is supported by an Executive Assistant who is shared with the Director.

24. Finance Manager -

The Finance Manager is responsible for the effective management of the Agency's finances. This position reports to the Operations Executive Manager and is responsible for managing the position of Finance & Administration Officer.

25. Finance & Administration Officer -

The Finance and Administration Officer is responsible for general accounting duties, including accounts payable, accounts receivable, and the general ledger, as well as providing administrative support across the agency. This position reports to the Finance Manager and has no other direct reports.

26. HR Manager -

The HR Manager role incorporates the full breadth of general Human Resource activities, including the development of HR policies and procedures, recruitment and selection, performance management, OH&S, diversity and employee relations. This role provides high level strategic advice to the executive team in the management of both day-to-day HRM issues and in driving organisational change. This position reports to the Director and to the Operations Executive Manager and has one direct report which is the HR Officer.

27. HR Officer -

The HR Officer role assists the HR Manager in general HR activities, including implementing HR procedures, recruitment and selection, induction, performance appraisal processes, OH&S and employee relations whilst adding value through effective delivery of day to day HR support. This position reports to the HR Manager and has no direct reports.

28. IT Project Manager -

The IT Project Manager will be responsible for managing the Agency's IT projects including a new website, online reporting, searchable database, and the provision of high level IT advice to the Agency. This position reports to the Operations Executive Manager and has one direct report which is the Project Officer.

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29. Project Officer -

The Project Officer operates within the Operations team and has responsibility for providing support to the IT Project Manager in planning and managing projects relating to a new online reporting system and website from conceptions through implementation. This position reports to the IT Project Manager and has no direct reports.

30. IT Administrator -

The IT Administrator operates within the Operations team and has overall responsibility for day to day maintenance, trouble shooting and monitoring of EOWA's information systems. The occupant of this role will be required to work effectively and cooperatively with both internal and external stakeholders to ensure that the Agency has access to the IT resources that it requires in order to meet Agency priorities and deliver agreed outcomes. This position reports to the Operations Executive Manager and has no direct reports.

31. Records Administrator -

The Records Administrator will be responsible for reviewing the Agency's record keeping practices. A key component of this role will be to source or develop, and implement appropriate systems and practices which are in compliance with Federal Government policy and procedures. This position reports to the Operations Executive Manager and has no direct reports.

32. Receptionist -

The Receptionist will be responsible for all front desk services at EOWA including answering phones, co-ordinating mail-outs, assisting with client enquiries, assisting with preparation for EOWA events and providing general administrative support to the Agency's Operations department. This position reports to the Operations Executive Manager and has no direct reports.

32. Reporting Systems Operator -

The Reporting Systems Operator is responsible for receipting client reports into the Agency's database accurately and in a timely manner, pro-actively investigating organisations that are covered under the Agency's Act but not yet registered with the Agency, managing changes to corporate structures of reporting entities, contacting Agency clients to confirm information provided and assisting with administrative/maintenance tasks associated with the database operation and receipting functions. This position reports to the Reporting Manager and has no direct reports.