

**Senate Community Affairs Committee**  
**ANSWERS TO ESTIMATES QUESTIONS ON NOTICE**  
**FAMILIES, HOUSING, COMMUNITY SERVICES AND**  
**INDIGENOUS AFFAIRS PORTFOLIO**  
**2013-14 Budget Estimates Hearings**

**Outcome Number:** 6

**Question No:** 194

**Topic:** WGEA Staffing Levels and Duties

**Hansard Page:** Written

**Senator Cash** asked:

1. What is the total expenditure on staffing for the Workplace Gender Equality Agency?
2. How many staff are employed by the WGEA?
3. What is the breakdown of staff by gender?
4. Please provide the titles, salaries and job descriptions at the Agency.

**Answer:**

1. The total expenditure on staffing for the Workplace Gender Equality Agency (WGEA) for the 2012-13 financial year was \$3,705,762.
2. As at 1 July 2013, 39 staff were employed by the WGEA.
3. The gender breakdown of the 39 staff employed is three male and 36 female.
4. A list of each position at the Agency, other than the position of Director, is provided below. This is followed by a job description for each position and includes the APS level of the role. The people in the positions below total 38.

1. Executive Assistant (x1)
2. Executive Manager, Advice and Reporting (x1)
3. Advice and Reporting Manager (x1)
4. Senior Advice and Reporting Advisor (x6)
5. Reporting Systems Senior Administrator (x1)
6. Reporting Systems Administrator (x1)
7. Reporting Systems Operator (x2)
8. Executive Manager, Education and Innovation (x1)
9. Senior Education Advisor (x1)
10. Senior Business Advisor (x1)
11. Education and Reporting Assistant (x1)
12. Executive Manager, Public Affairs (x1)
13. Partnerships Manager (x1)
14. Senior Partnerships Advisor (x1)
15. Communications Manager (x1)
16. Online Communications Editor (x1)
17. Senior Media and Communications Advisor (x1)
18. Partnerships and Communications Co-ordinator (x1)
19. Executive Manager, Research (x1)
20. Senior Research Officer (x2)
21. Senior Data Analysis Officer (x1)
22. Data Analysis Officer (x1)

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- 23. Executive Manager, Operations (x1)
- 24. Finance Manager (x1)
- 25. Finance and Administration Officer (x1)
- 26. HR Manager (x1)
- 27. HR Officer (x1)
- 28. IT Project Co-ordinator (x1)
- 29. IT Administrator (x1)
- 30. IT Business Analyst (x1)
- 31. Receptionist (x1)

Job descriptions -

1. **Executive Assistant** (APS Level 5)

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. This position also has a reporting line to the Operations Executive Manager.

2. **Executive Manager, Advice and Reporting** (Executive Level 2)

The Executive Manager, Advice and Reporting will work as part of the Executive Team and is responsible for the strategic development and management of the compliance programs and reporting strategies. The Reporting and Advice Executive Manager is responsible for managing the Advice and Reporting Team. This position reports to the Director of the Agency.

3. **Advice and Reporting Manager** (Executive Level 1)

The Advice and Reporting Manager will work as part of the Advice and Reporting Team and will be responsible for the management of the reporting and review functions of the Agency as well as the leading edge programs. This position reports to the Reporting and Advice Executive Manager.

4. **Senior Advice and Reporting Advisor** (APS Level 6)

The Senior Advice and Reporting Advisor will work as part of the Advice and Reporting Team, and will be responsible for assessing gender equity reports submitted by non-government relevant employers. These roles provide high-level advice to Agency clients and stakeholders on developing and implementing gender equity 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 Advice and Reporting Manager.

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**5. Reporting Systems Senior Administrator (APS Level 5)**

The Reporting Systems Senior Administrator will work as part of the Advice and Reporting 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 Executive Manager, Advice and Reporting.

**6. Reporting Systems Administrator (APS Level 4)**

The Reporting Systems Administrator will work as part of the Advice and Reporting 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.

**7. Reporting Systems Operator (APS Level 3)**

The Reporting Systems Operator works in the Advice and Reporting Team and is responsible for receipting client reports into the Agency's database, 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 Advice and Reporting Manager.

**8. Executive Manager, Education and Innovation (Executive Level 2)**

The Executive Manager, Education and Innovation will work as part of the Executive Team and is responsible for the strategic development and management of the Agency education programs and strategies. The Executive Manager is responsible for managing the Education and Innovation Team. This position reports to the Director of the Agency.

**9. Senior Education Advisor (APS Level 6)**

The Senior Education Advisor will work as part of the Education and Innovation Team and will be responsible for managing and delivering the education program focused on the WGEA legislation, reporting, compliance, the Employer of Choice and the new online system. The role will involve developing resources and practical tools for organisations reporting against the WGEA legislation and for organisations applying for the Employer of Choice citation. This position reports to the Executive Manager, Education and Innovation.

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**10. Senior Business Advisor (APS Level 6)**

The Senior Business Advisor will work as part of the Education and Innovation Team and will be responsible for managing and delivering the education program focused on improving gender equality. The role will involve developing resources and practical tools for organisations implementing gender equality and diversity strategies and specific management programs and initiatives. This position reports to the Executive Manager, Education and Innovation.

**11. Education and Reporting Assistant (APS Level 4)**

The Education and Reporting Assistant will work as part of the Education and Innovation Team and the Advice and Reporting Team and will be responsible for providing administrative assistance. This role will assist with the preparation for workshops, educational sessions; 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 Executive Manager, Education and Innovation.

**12. Executive Manager, Public Affairs (Executive Level 2)**

The Executive Manager, Public Affairs will work as part of the Executive Team and will be responsible for developing and implementing the Agency's Partnerships and Communications Strategy, which is designed to maximise opportunities and enable the Agency to work with key stakeholders to promote gender equality in Australian workplaces. This position reports to the Director.

**13. Partnerships Manager (Executive Level 1)**

The Partnerships Manager will work in the Partnerships and Communications Team and will be responsible for the development and implementation of various Partnership initiatives and campaigns and will build sustainable relationships with employers and other relevant key stakeholders, securing revenue for partner funded projects and managing these partnership initiatives. This position reports to the Executive Manager, Public Affairs.

**14. Senior Partnerships Advisor (APS Level 6)**

The Senior Partnerships Advisor will work in the Partnerships and Communications Team and will be responsible for input into the development and implementation of various Partnership initiatives and campaigns, building sustainable relationships with employers and other relevant key stakeholders and working with the Partnerships Manager to manage these partnership initiatives. This position reports to the Partnerships Manager.

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**15. Communications Manager** (Executive Level 1)

The Communications Manager will work in the Partnerships and Communications Team and is 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 is 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 Executive Manager, Public Affairs.

**16. Online Communications Editor** (APS Level 6)

The Online Communications Editor will work in the Partnerships and Communications Team and is responsible for supporting and managing the Agency's online communications strategy. This position reports to the Communications Manager.

**17. Senior Media and Communications Advisor** (APS Level 6)

The Senior Media and Communications Advisor will work as part of the Partnerships and Communications Team and is responsible for developing media plans to support the Agency's public campaigns, writing or reviewing Agency written communications and supporting the implementation of the Agency's communications and media strategy. This position reports to the Communications Manager.

**18. Partnerships and Communications Co-ordinator** (APS Level 5)

The Partnerships and Communications Co-ordinator will work in the Partnership and Communications Team and is responsible for working on WGEA events and other partnerships initiatives in consultation with the Partnerships Manager, as well as assisting the Executive Manager, Public Affairs. This position reports to the Partnerships Manager.

**19. Executive Manager, Research** (Executive Level 2)

The Executive Manager, Research works as part of the Executive Team and is responsible for the development and implementation of the Agency's Research and Data Analysis Strategy and managing the Research Team. This position reports to the Director.

**20. Senior Research Officer** (APS Level 6)

The Senior Research Officer will work in the Research Team and is responsible for the management and delivery of a range of research projects, and for the provision of relevant research outputs for the Agency. This position reports to the Executive Manager, Research.

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21. **Senior Data Analysis Officer** (APS Level 6)

The Senior Data Analysis Officer will work in the Research Team and is responsible for overseeing the management of WGEA's data collections and databases and the provision of data and statistical services within the Agency. As part of the Research Team this role will be also responsible for conducting research projects and for the management of data and statistics projects. This position reports to the Executive Manager, Research.

22. **Data Analysis Officer** (APS Level 5)

The Data Analysis Officer will work in the Research Team and is responsible for overseeing the management of WGEA's data collections and databases and the provision of data and statistical services within the Agency. This position reports to the Executive Manager, Research.

23. **Executive Manager, Operations** (Executive Level 2)

The Executive Manager, Operations works as part of the Executive Team. This role drives the support functions of the Agency and is responsible for coordination of major cross-agency initiatives. This position reports to the Director. The Executive Manager, Operations is supported by an Executive Assistant who is shared with the Director.

24. **Finance Manager** (Executive Level 1)

The Finance Manager operates within the Operations Team and is responsible for the effective management of the Agency's finances. This position reports to the Executive Manager, Operations.

25. **Finance & Administration Officer** (APS Level 5)

The Finance and Administration Officer operates within the Operations Team and 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.

26. **HR Manager** (Executive Level 1)

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 Executive Manager, Operations.

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**27. HR Officer (APS Level 5)**

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.

**28. IT Project Co-ordinator (APS Level 6)**

The IT Project Co-ordinator operates within the Operations Team and is responsible for assisting the Executive Manager, Operations to manage Project Activate by driving each phase of the project to a successful conclusion within allocated timeframes. This position reports to the Executive Manager, Operations.

**29. IT Business Analyst (APS Level 6)**

The IT Business Analyst operates within the Operations Team and has responsibility for providing support to the IT Project Manager in analysing requirements, defining business processes and the development of training relating to a new online reporting system and website. This position reports to the Executive Manager, Operations.

**30. IT Administrator (APS Level 5)**

The IT Administrator operates within the Operations Team and has overall responsibility for day-to-day maintenance, trouble shooting and monitoring of WGEA'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 Executive Manager, Operations.

**31. Receptionist (APS Level 3)**

The Receptionist operates within the Operations Team and is responsible for all front desk services at WGEA including answering phones, co-ordinating mail-outs, assisting with client enquiries, assisting with preparation for WGEA events and providing general administrative support to the Agency's departments. This position reports to the Executive Manager, Operations.