🔊 This session is being recorded.

Workplace Gender Auditing
analysing your audit data, 2021

INDICATOR 6: AVAILABILITY & UTILISATION OF FLEXIBLE WORK
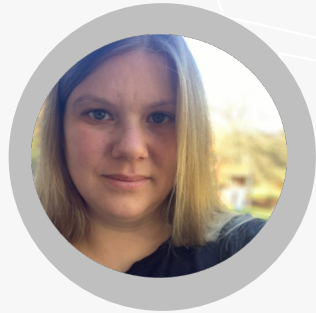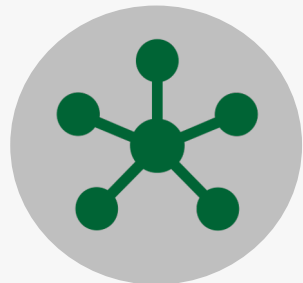& LEAVE ARRANGEMENTS

In the room today

Facilitator

Jen Branscombe

GenderWorks Australia

Facilitator

Kathy Oliver

GenderWorks Australia

Participants

Mixed entity group

Ways of working

Safety and Support

Your EAP Provider

1800 Respect | Safe Steps

Chat Function

Ask questions, note comments

We will monitor and respond

Session Focus

Focus on analysing your data

Not challenges completing template

Not challenges with manipulating data

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Context for data analysis support

COLLECT

JUL — Populate your reporting template

ANALYSE

JUL-AUG — Analyse your completed dataset

CONSULT

AUG-STEP — Take your analysis for consultation

RESPOND

OCT — Draft strategies to guide progress

REPORT

DEC — Submit your dataset as an Annex to your GEAP

The Commission is working on troubleshooting the template.

.v3 due for release by end June

GenderWorks is developing data analysis guidance on behalf of the Commission

AGEP is supporting entities to prepare for consultation, GEAP formulation

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Indicator 6 – Data for Analysis

Availability & utilisation of flexible work and leave arrangements

Workforce data
Tables 6.1– 6.6 – gender
no intersectional data

Employee Experience data
Response data for survey qns
mapped to Indicator 6

Indicator 6 – Two topics to focus on

Flexible Work

2 tables on FW Uptake
3 survey questions on FW perceptions

25 minutes

Leave
(FV, Parental, Carers')

4 tables related to Leave
5 questions on Leave perceptions

25 minutes

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Analysing your workforce data

Key principles

- Always disaggregate by *gender,* as your primary measure.
- You will not be disaggregating by *intersectional demographics* in this Indicator

Overarching focus of your analysis – start here and build from this

- Does your aggregate data tell a different story to your data for individual genders?
- What differences do you see between genders?
- What differences do you see between genders and employment types?

Flexible Work: Indicative Reporting Template

Table 6.1 *Proportion of employees with formal flexible work arrangements, by gender, classification and employment basis*

4 components of the data to reflect on

❑ **Classification by reporting level:** 0, -1, -2, -3 etc.

❑ **Gender:** Women, Man, Self-Described Gender

❑ **Employment basis:** FT, PT, C / permanent/ongoing, contract/fixed term

❑ AND % on flexible work arrangements

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Flexible Work: What's in your Workforce dataset?

Table 6.1 *Proportion of employees with formal flexible work arrangements, by gender, classification and employment basis*

* Note: please check v3 of the Indicative reporting template (once released late June) to confirm final table format

Classification by reporting level to CEO/head of business i) enter 0 for the CEO; ii) enter -1 for the level below CEO; and continue until all people are captured	Employee Level (your organisation's terminology)	Employment basis	On Formal Flexible Working Arrangement			Not on formal flexible working arrangement			Totals			
			Women	Men	Self Described Gender	Women	Men	Self Described Gender	Total	% of women on flexible work arrangements	% of men on flexible work arrangements	Total % of employees on flexible work arrangements
CEO (0)	[optional]	Full-time permanent/ongoing										
		Full-time contract (fixed-term)										
		Part-time permanent/ongoing										
		Part-time contract (fixed-term)										
		Casual										

Note: Table 6.1 will arrange flexible work proportions *by classification level* so your approach to analysis may depend on *how* you've decided to map your classification levels.

o *Have you mapped your classification levels by reporting level to CEO?*
o *Have you mapped your classification EA levels?*
o *Have you mapped your classification levels in other ways.*

Flexible Work: What's in your Workforce dataset?

Table 6.2 *Number of senior leaders working with flexible work arrangements, by gender and type of arrangement*

* Note: please check v3 of the Indicative reporting template (once released late June) to confirm final table format

Senior Leaders	Headcount		
	Women	**Men**	**Self Described Gender**
Working more hours over fewer days			
Flexible start and finish times			
Working remotely			
Working part-time			
Shift swap			
Job sharing			
Study leave			
Purchased leave			
Using leave to work flexible hours			
Does not use any of these flexible work arrangements			
TOTAL			
Percentage			

Note: you will need to define 'senior leader' for your organization.

Flexible Work – Survey questions on flexible work

* Note Question numbers below are based on the Commission's employee experience survey. These questions are included in the People Matter Survey (PMS) but question numbers in PMS may be different.

Employee Survey Responses

❑ Q14. I am confident that if I requested a flexible work arrangement, it would be given due consideration.

❑ Q15. Using flexible work is not a barrier to success in my organization

❑ Q18. There is a positive culture within my organization in relation to employees who use flexible work arrangements

❑ Q22. I have the flexibility I need to manage my work and non-work activities

❑ Q78. Do you use any of the following flexible work arrangements? (list to select all that apply)

Analysis of Flexible Work

Provides snapshot of -

Gender split of utilization of flexibility work

Gender split of type of flexible work for leaders

- **Compare your overall gender composition of those in flexible work at each classification level.** Are there differences in different levels/at different career stages?
- **Compare the types of flexible work for leaders.** Are there differences in the types of arrangements different genders utilize?

Provides information on perceived 'availability' of flexible work

Proportion of employees who believe having caring responsibilities/family responsibilities is a barrier to success

Proportion of employees who don't agree there is a positive culture with regards caring responsibilities/family leave

- **Compare the differences between the way respondents of different genders experience availability and utilization of flexible work**

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Questions

15 minutes

Indicator 6 – Two topics to focus on

Flexible Work

2 tables on FW Uptake
3 survey questions on FW perceptions

25 minutes

Leave
(FV, Parental, Carers')

4 tables related to Leave
5 questions on Leave perceptions

25 minutes

Leave: Indicative Reporting Template

Table 6.1 *Proportion of employees with formal flexible work arrangements, by gender, classification and employment basis*

4 components of the data to reflect on

❑ **Classification by reporting level:** 0, -1, -2, -3 etc.

❑ **Gender:** Women, Man, Self-Described Gender

❑ **Employment basis:** FT, PT, C / permanent/ongoing, contract/fixed term

❑ AND parental leave takers, carers leave, family violence leave

Leave: What's in your Workforce dataset?

Table 6.2   *Number of people taking parental leave, paid*

* Note: please check v3 of the Indicative reporting template (once released late June) to confirm final table format

Classification by reporting level to CEO/head of business i) enter 0 for the CEO; ii) enter -1 for the level below CEO; and continue until all people are captured	Employee Level (your organisation's terminology)	Parental Leave takers between 1 July 2020 and 30 June 2021 (Headcount)			Average number of PAID weeks taken			Average number of UNPAID weeks taken		
		Women	Men	Self Described Gender	Women	Men	Self Described Gender	Women	Men	Self Described Gender
CEO (0)	[optional]									

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Leave: What's in your Workforce dataset?

Table 6.4

Number of people who exited the defined entity during parental leave from 1 July 2020 to 30 June 2021, by gender (Table 6.4)

Parental Leave exits	Exits		
	Women	**Men**	**Self Described Gender**
Voluntary exit during parental leave			
Involuntary exit during parental leave			
TOTAL			

Table 6.5

Number of people accessing family violence leave from 1 July 2020 to 30 June 2021, by gender (Table 6.5)

	Women	**Men**	**Self Described Gender**
Family Violence Leave takers			
TOTAL			

Table 6.6

Number of people accessing carers leave from 1 July 2020 to 30 June 2021, by gender (Table 6.6)

|	**Women**	**Men**	**Self Described Gender**
Carers Leave takers			
TOTAL			

Leave – Survey questions on leave

* Note Question numbers below are based on the Commission's employee experience survey. These questions are included in the People Matter Survey (PMS) but question numbers in PMS may be different.

Employee Survey

- ❑ Q16. Having caring responsibilities is not a barrier to success in my organisation

- ❑ Q17. Having family responsibilities is not a barrier to success in my organisation

- ❑ Q19. There is a positive culture within my organization in relation to employees who have caring responsibilities

- ❑ Q20. There is a positive culture within my organization in relation to employees who have family responsibilities

- ❑ Q21. My organization supports employees with family or other caring responsibilities, regardless of gender

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Analysis of Leave Uptake
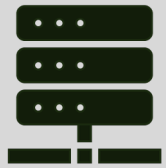
Gender split of parental leave takers
Gender split of FV leave takers
Gender split of carers' leave takers

Proportion of employees who believe having caring responsibilities/family responsibilities is a barrier to success
Proportion of employees who don't agree there is a positive culture with regards caring responsibilities/family leave

Questions
15 minutes

Thank you

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INDICATOR 6: FLEXIBLE WORK AND LEAVE