



Job Description Form

013532 Principal Assessment Officer

Misconduct Assessment Branch

POSITION DETAILS

Classification Level: 7
Award/Agreement: PSA 1992 / PSGOGA 2014
Position Status: Permanent
Organisation Unit: Operational Services, Investigation Services Directorate
Physical Location: Perth CBD

REPORTING RELATIONSHIPS

Responsible to: **012843** Director Investigation Services – Level 9

THIS POSITION: **013532 Principal Assessment Officer – Level 7**

Direct reports: Senior Assessment Officer - Level 6
Assessment Officer – Level 5

OVERVIEW OF THE POSITION

The Principal Assessment Officer (Misconduct Assessment) will undertake a lead role in the initial collection and assessment of allegations of misconduct against staff and contractors in accordance with procedures set by the Operating Procedures Branch. The position receives, records and manages all allegations referred to the Branch and undertakes the initial assessment of the alleged misconduct, carries out inquiries and gathers additional information from various sources that may be relevant to the proper assessment of the allegation and initiates immediate action where required (to ensure the Safety, Security and Rehabilitation of Offenders- SSSR) . The Principal Assessment Officer presents allegations to the Tasking Assessment Group (TAG) which will refer the allegations to the applicable area for investigation, prosecution and/or disciplinary action. The role provides high-level support and advice to senior management on matters relating to misconduct.

The Investigation Services Directorate is accountable for providing a single area of accountability for delivering Misconduct, Directed Investigation and Professional Misconduct and Review services in accordance with the Department's policies and procedures. It determines the validity of claims against staff and executes investigations and oversees the resulting actions arising from proven

allegations for all departmental staff and within the complex, high-profile and contentious environment of corrective services.

JOB DESCRIPTION

As part of the Misconduct Assessment team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

Assesses and manages medium to complex, sensitive investigations in a large, multi-disciplinary organisation. Duties include, but are not limited to, the following points:

- Receives, records and assesses claims of misconduct against agency staff and contractors to determine the legitimacy of the allegations; based on the assessment the position prioritises allegations and initiates immediate actions where required (SSSR) ;
- Based on the evidence available, refers allegations to the Tasking Assessment Group recording the details of the referral and identifying the standards and/or procedures that have been breached ;
- Operates as the single point of contact, providing high-level liaison services for key stakeholders including ; Public Sector Commission / Corruption and Crime Commission / WA Police / DCS Superintendents / Executive Management / ACCESS
- Identifies trends in reported misconduct and uses this information to prepare comprehensive advice to management and other key stakeholders that will improve staff compliance through targeted training and improved access to information;
- Coordinates Public Interest Disclosure (PID) disclosures or complaints in accordance with procedures set by the Operating Procedures branch ;

- Supports the operations of the Investigation Services directorate by; assisting staff as required; coaching and mentoring the Senior Assessment Officer to develop and enhance their capabilities; actively participating in the formulation and achievement of objectives, strategies and priorities that support the effective functioning of the Directorate, and;
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

JOB RELATED REQUIREMENTS

In the context of this position, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; provide direction to others regarding the purpose and importance of their work , set work tasks that align with strategic objectives and communicates the expected outcomes, understand the Department's objectives and aligns project activities accordingly, consider the ramifications of identified issues and evaluate their potential impacts on work plans and operational goals, gather and investigate information from a range of sources and explore new ideas and different points of view, investigate best practice approaches that may enhance service delivery are important for this role.

Achieve Results

The ability to; critically review project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, identify key talent that will enhance and support performance, remain flexible and responsive to changes in requirements, seek specialist expertise and capitalise on the expert knowledge and skills of others, set clear plans and timeframes for project implementation and outlines specific activities that support success, respond in a positive and flexible way to change and uncertainty, share information and own expertise with others, see projects through to completion, monitor project progress and adjusts plans as required to meet deadlines, commit to achieving quality outcomes and seek feedback from stakeholders to gauge satisfaction are all fundamental to this role.

Builds Productive Relationships

The capacity to; build and sustain relationships with a network of key people internally and externally, be proactive in offering assistance for a mutually beneficial relationship, anticipate and be responsive to internal and external clients' needs, involves, encourages and recognises the contributions of people, consult and share information and ensures that others are informed of issues, work collaboratively with the team, encourage the exploration of diverse views and try to see things from different perspectives, identify learning opportunities and strengths within the team and delegate tasks accordingly, set clear performance standards and provide timely praise and recognition, provide constructive objective feedback in a manner that gains acceptance and achieves resolution, deal with poor performance promptly are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

This role requires; a high level of personal commitment to integrity, professionalism, probity and personal development, adherence to the Code of Conduct, the ability to provide forthright and impartial advice - to challenge important issues constructively and stand by own position when challenged, to seek advice and guidance when required, takes personal responsibility for meeting objectives and shows initiative and acts proactively to progress work to meet deadlines, able to remain positive and respond to pressure in a controlled manner – continues to progress work

despite criticisms and setbacks, a strong commitment to learning and self-development and acceptance of challenges and new opportunities. Engage with risk by providing impartial and forthright advice, constructively challenging important issues and proposing solutions. Actively identifies and manages risk issues escalating as required.

Communicates and Influences Effectively

A demonstrated ability to: present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences, approach negotiations with a strong grasp of key issues, able to frame persuasive arguments that take account of opposing views, encourage support from relevant stakeholders, strive to achieve outcomes that benefit both parties are all requirements for this role.

Role Specific Criteria

- Demonstrated knowledge of contemporary misconduct management legislation, trends and strategies and a thorough understanding of relevant industrial relations principles and Government policy, standards and instructions in a large, multi-disciplinary organisation is essential.

SPECIAL REQUIREMENTS/EQUIPMENT

It is a requirement that the position holder is successful in obtaining a NEGATIVE VETTING LEVEL ONE security clearance as a condition of employment and maintaining the clearance for the duration of their appointment in the position. Only Australian Citizens are eligible to hold the NEGATIVE VETTING LEVEL ONE security clearance.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COMMISSIONER

Signature: _____ Date: _____

HR CERTIFICATION DATE: _____