**Job Description Form**

**Senior Investigation Officer**

**Position Details**

**Position Number:**  010791

**Classification:**  Specified Calling Level 3

**Award / Agreement:**  PSA 1992 / PSGOCSAGA 2017

**Organisational Unit:** Corporate Operations/ Legal Services/ General Law Unit

**Location:** Perth Metropolitan Area

**Classification Evaluation Date:**

**JDF Review Date:** May 2018

**Reporting Relationships**

**This position reports to:**

005649, General Counsel, Specified Calling Level 6

**Positions Under Direct Supervision:**

This position has no subordinates

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**Role Statement**

This position is responsible for:

* Providing leadership to, undertaking and monitoring complex and sensitive investigations concerning the alleged abuse of children in care, including historical abuse, and establishing best practice investigation and case work approaches.
* Providing a high level consultation and advice to the General Law Unit and State Solicitor’s Office on past and current practice in relation to child protection and children in care in Western Australia.
* Working with other departmental staff to address practice issues arising from investigations and identifying practice and policy implications resulting from assessments, investigations and case audits.
* Completing assessments and case audits as directed, to assist in the determination of legal claims.

**Duties and Responsibilities**

**1. Investigations and Assessments**

1.1 In conjunction with legal staff, provides leadership to and undertakes complex and sensitive investigations of abuse in care matters, including historical matters

1.2 Prepares comprehensive outcome reports and recommendations resulting from investigations, assessments and audits.

1.3 Liaises with State Solicitor’s Office and other key stakeholders when undertaking investigations and assessments

1.4 Provides expert witness input in court proceeding when required.

1.5 Undertakes assessments, prepares briefings and carries out investigative case audits and makes recommendations to inform referrals for legal advice and potential legal claims.

1.6 Ensures work is performed in accordance with statutory, contractual and procedural fairness obligations, and departmental policy, standards and guidelines.

**2. Coordination**

2.1 Provides high quality, timely and accurate advice and consultation to both the General Law Unit and State Solicitor’s Office on Abuse in Care and Critical Incident notification matters.

2.2 Produces quality reports and prepares recommendations for systemic change of practice where necessary and appropriate.

2.3 Provides high quality advice on current and historical Departmental policies.

2.4 Contributes to the delivery of a coordinated service by collaborating with related internal business units and external agencies.

**3. Reporting and Advice**

3.1 Displays self-awareness, critically analyses own performance and demonstrates a strong commitment to learning and self-development, including regular participation in professional development activities.

3.2 Ensures investigations and assessments occur in a timely manner.

3.3 Identifies opportunities for the continuous improvement of processes and practices.

**4. Other**

4.1 Participates in Emergency Management and Response duties as required.

4.2 Performs other duties as directed.

**Essential Work-Related Requirements (Selection Criteria)**

1. Tertiary qualification in Social Work Psychology or a relevant human service area.

2. Demonstrated substantial knowledge and experience in the application of statutory protection and care legislation, policies and practices, including substantial casework experience, indicative of strong leadership and decision making.

3. Demonstrated well developed assessment, evaluation, conceptual and analytical skills in casework, including the management of protection and care issues for children within a statutory context.

4. Demonstrated ability to conduct high level investigations in complex and sensitive circumstances with a proven ability to apply procedural fairness principles.

5. Demonstrated well developed interpersonal, oral and written communication skills including consulting, report writing and a demonstrated ability to manage stakeholder relationships

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.

## Delegate Certification

## HR Registration

19 September 2018