



## Manager, Integrity Education and System Improvement

### Standards and Integrity

<b>Position number</b>	00047634
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 8
<b>Reports to</b>	Director, Standards and Integrity (Level 9)
<b>Direct reports</b>	Principal Consultant, Integrity Education (Level 7) Principal Consultant Reviews x2 (Level 7) Business Performance and Data Analyst (Level 6) External Oversight Coordinator (Level 4)

### Context

The Department's Standards and Integrity Directorate within the Professional Standards and Conduct Division, is responsible for:

- the assessment and management of complaints in line with the Complaints and Notifications Policy and framework
- investigation of staff disciplinary and reportable conduct matters
- reviews into child deaths and incidents
- monitoring working with children check compliance, associated with departmental employees
- delivery of integrity education across the Department.

The Directorate promotes a culture of integrity across the organisation by delivering education, training and support that promotes high standards of conduct amongst staff and focuses on resolving complaints effectively, maintaining child safety, and reducing misconduct risks associated with fraud and corruption.

The Department investigates allegations of staff conduct in accordance with the *Public Sector Management Act 1994*, and with reference to the department's *Code of Conduct*, policy instruments, and formal instructions from the Public Sector Commissioner.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

- Lead the design, delivery and evaluation of strategic integrity education initiatives to build organisational capability and prevent misconduct, ensuring alignment with key risk areas, policy obligations, and emerging trends.
- Provide strategic direction and lead and mentor a multidisciplinary team delivering reviews into systemic issues and internal practices, including the coordination of responses to complex, high-profile issues such as matters arising from disciplinary investigations, child death reviews, critical reviews commissioned by the Department's Corporate Executive and/or reportable conduct matters.
- Provide evidence-based advice and prepare timely and comprehensive reports, briefing papers and correspondence, using clear communication about complex matters, for the Director and Corporate Executive, including the Director General.
- Identify and work collaboratively with relevant business areas across the Department to shape system improvement strategies to strengthen and enhance the Department's approach to child safety as well as fraud and corruption resilience.
- Lead the development and use of strategic data, trend analysis, and performance reporting to identify integrity risks and drive continuous system improvement across the Department.
- Oversee the Department's compliance with key governance obligations, including Working with Children Check (WWCC) and Accountable and Ethical Decision-Making (AEDM) training, Integrity Framework, Fraud and Corruption Control Plan and Conflict of Interest Framework, ensuring all relevant policies, training and reporting mechanisms meet legislative and procedural requirements.
- Develop, review and improve business policies, processes and procedures to maintain an appropriate complaints resolution process in line with the Public Sector Commissioner's Instructions and frameworks.
- Work within and across teams and business units to integrate service, support and advice to schools and the system.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders
- Contribute to the strategic management and leadership of the Professional Standards and Conduct Division.
- Act as the primary liaison for external oversight bodies, including the Corruption and Crime Commission, Ombudsman Western Australia and Public Sector Commission, ensuring coordinated, timely and accurate reporting and responses to investigations, reviews, and formal recommendations.
- Project manage and implement programs, initiatives and projects to meet current and emerging business needs related to integrity and corruption prevention.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

## Selection criteria

### Implements and manages strategy

- Translate strategy into operational goals and create a shared sense of purpose within the business unit.
- Engage others in the strategic direction of the work area, encourage their contributions and communicate expected outcomes.
- Consider the ramifications of a wide range of issues, anticipate priorities and develop long term plans for the work area.

**Achieves results**

- Evaluate performance and identify critical success factors.
- Establish clear plans and timeframes for task implementation and outline specific activities.
- Strives to achieve and encourage others to do the same.
- Monitor progress and identify risks that may affect outcomes and adjust plans as required.

**Builds productive relationships**

- Build and sustain relationships with a network of key people internally and externally.
- Recognise shared agendas and work towards mutually beneficial outcomes.
- Bring people together and encourage input from key stakeholders.

**Exemplifies personal integrity and self-awareness**

- Act professionally and impartially at all times and operate within the boundaries of organisational processes and legal and public policy constraints.
- Take personal responsibility for meeting objectives and progressing work; and commit energy and drive to see that goals are achieved.
- Persist and focus on achieving objectives even in difficult circumstances.

**Communicates and influences effectively**

- Confidently present information in a clear, concise and articulate manner and translate information for others.
- Approach negotiations with a strong grasp of key issues, having prepared well in advance.
- Anticipate the position of the other party and adapt approach accordingly.
- Encourage the support of relevant stakeholders.

**Eligibility and training requirements**

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment and yearly thereafter
- obtain or hold a current Working with Children Check
- complete a declaration prior to employment and annually thereafter disclosing any previous disciplinary findings, criminal charges or convictions, and ongoing conflicts of interest
- provide a statement from previous employer/s with regard to any disciplinary findings
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

**Certification**

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

**ENDORSED**

Date 7 October 2025  
Reference D25/1090322