

Senior Investigator, Historical Sexual Abuse

Legal and Legislative Services

Position number	00038692
Agreement	Public Sector CSA General Agreement 2022 (or as replaced)
Classification	Level 6
Reports to	General Counsel (Specified Calling Level 6)
Direct reports	Nil

Context

The Legal and Legislative Services Branch provides advice to the Department on legal and legislation matters. The Branch deals with, and on behalf of the Department, provides advice about various, sensitive legal issues, complaints, administrative law, legislation issues, insurance and claims against the Department.

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Key responsibilities

- Manage historical sexual abuse and civil claims investigation across the whole Education portfolio.
- Conduct high level, complex and sensitive investigations, including investigations regarding child protection matters involving allegations of sexual misconduct.
- Prepare comprehensive reports on investigations for presentation to senior management, legal officers and the State Solicitor's Office.
- Provide investigative assistance and high level advice to key senior stakeholders within the Department.
- Contribute to the development, implementation and evaluation of strategies, systems and methodologies for investigation and prevention of sexual abuse misconduct.
- Develop and maintain effective working relationships with key stakeholders including the Corruption and Crime Commission, Western Australia Police Force, the Ombudsman, State Solicitor's Office, Department of Justice and RiskCover.

Selection criteria

1. Demonstrated skills and experience in undertaking complex and sensitive investigations into allegations of child sexual abuse.
2. Demonstrated considerable knowledge and understanding of investigations within a regulatory Public Sector context.
3. Demonstrated highly developed oral and interpersonal communication skills, including the ability to interact effectively with people at all levels and provide quality customer service.
4. Demonstrated highly developed written communication skills, including experience in the preparation of complex and/or sensitive reports.
5. Demonstrated highly developed research, conceptual and analytical skills.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- hold a current C class driver's licence
- 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
- 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 6 April 2023
Reference D23/1026988