



Manager – Investigations and Compliance

Teacher Registration

Position number	00034706
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 8
Reports to	Director, Teacher Registration (Class 1)
Direct reports	Principal Investigator x3 (Level 7) Legal Officer (Specified Calling 4) Operations Analyst (Level 5) Executive Assistant (Level 3)

Context

The Teacher Registration Directorate comprises the Registration and Customer Services branch, the Investigations and Compliance branch and the Policy and Quality Assurance branch. The directorate is responsible for providing secretariat services to the Teacher Registration Board of Western Australia (TRBWA). The directorate supports the Board's mission of serving the public interest by ensuring that teachers are registered and teacher education programs are accredited in accordance with relevant legislation and in the best interests of children.

For more information about the TRBWA visit trb.wa.gov.au.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Develop and maintain a risk-based approach to acting on disciplinary, impairment and misconduct related matters reported to the TRBWA.
- Lead, mentor and coordinate a multi-disciplined investigation team.
- Promote high ethical standards and integrity within the team, the Teacher Registration directorate and the department of Education.
- Conduct complex and sensitive investigative using contemporary and innovative investigative methodologies.
- Develop and meet strategic and operational objectives in undertaking effective investigations.
- Identify trends and issues affecting the Board to ensure that statutory obligations are met.
- Through the Director, advise the TRBWA as to the status of investigations and report on the effectiveness and improvement capability

- Through the Director, formulate recommendations for action by the TRBWA arising from investigations and assist the Board in the formulation of complaints
- Through the Director, assist the progression of disciplinary matters and prosecutions through relevant courts and tribunals
- Provide oversight of fit and proper assessments.
- Ensure the team provides professional and effective liaison with external agencies.
- Build effective working relationships with key stakeholders, including the Corruption and Crime Commission, WA Police, the Ombudsman, the Public Sector Commission, the State Solicitor's Office, Catholic Education Western Australia and the Association of Independent Schools in Western Australia.
- Assist the Director in collation of child protection information gathered by the Board and its communication to appropriate authorities.
- Manage the reporting of outcomes of investigations to key internal and external stakeholders as appropriate.
- Manage staff performance in accordance with the Public Sector Performance Standard and departmental policy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant industrial instruments and departmental policy.

Selection criteria

Shapes and Manages Strategy

- Extensive experience managing and conducting complex and sensitive regulatory investigations.
- Extensive experience in strategic reviews and monitoring major investigation strategies, planning and outcomes to maintain high level integrity and compliance.
- Knowledge of traditional and contemporary investigative techniques.
- High-level policy interpretation, development and implementation experience.

Achieves Results

- Extensive interview experience and participation in the management of investigations.
- Sound problem solving with analytical judgment skills.
- Demonstrated ability to identify and address risks that may impede work completion; proactively escalates issues that have not been controlled to ensure work remains on track.
- Demonstrated knowledge and practical understanding of policing practises, policy, procedures and culture, rules of evidence, court and tribunal procedures.
- Demonstrated experience in leading and managing an investigation team/s in reviewing highly sensitive and complex regulatory matters.

Builds Productive Relationships

- Excellent organisational and team leading skills, together with a demonstrated ability to manage a demanding workload in a dynamic work environment to ensure that there is a focus on priority tasks and that deadlines are met.
- Demonstrated leadership ability, including the ability to work collaboratively.

Exemplifies Personal Integrity and Self-awareness

- Demonstrated commitment to professionalism, probity and professional development.
- Proven record of integrity, tact and ability to maintain confidentiality.

Communicates and Influences Effectively

- Highly developed oral, written and interpersonal communication skills, including the ability to effectively motivate and synergise a work team.
- Confidently presents messages in a clear, concise and articulate manner. Translates information for others.

Eligibility and training requirements

Employees will be required to:

- possess a relevant qualification in investigations or similar
- obtain a current department of Education Criminal Record Clearance prior to commencement of employment
- complete the department's induction program within three 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 six months of appointment

Certification

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

ENDORSED

Date 23 May 2022
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