



Senior Investigator

Standards and Integrity

Position number	Generic
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 6
Reports to	Principal Investigator (Level 7)
Direct reports	Nil

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 new Complaints and Notifications Policy
- investigation of staff disciplinary matters
- reviews into child deaths and incidents
- monitoring working with children check compliance, associated with departmental employees.

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 serious misconduct risk 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 framework, and formal instructions from the Public Sector Commissioner.

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Key responsibilities

- Provide operational leadership in the delivery of a professional complaints investigation and discipline management service across the whole Education portfolio.
- Conduct high-level, complex and sensitive investigations, including investigations regarding child protection matters involving allegations of sexual misconduct, child pornography and serious physical abuse.
- Conduct interviews with child witnesses.

- Prepare comprehensive reports on investigations for presentation to senior management.
- 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 complaints investigation and discipline management and compliance with statutory obligations.
- Develop and maintain an effective working relationship with key stakeholders, including the Corruption and Crime Commission, Public Sector Commission, State Solicitors Office, WA Police and The Ombudsman.

Selection criteria

1. Demonstrated skills and experience in undertaking complex and sensitive investigations of complaints and breaches of discipline.
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 and yearly thereafter
- obtain or hold a current Working with Children Check
- hold a current C class drivers licence
- travel intrastate as required
- 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 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 one month of appointment.

Certification

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

ENDORSED

Date 2 August 2022
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