



JOB DESCRIPTION FORM

Senior Assessor (Generic)

Assessments and Oversight Directorate

POSITION DETAILS

Classification Level:	6
Award/Agreement:	CCC Industrial Agreement 2013 (or subsequent replacements)
Position Status:	Up to 5 year appointment
Organisation Unit:	Assessment and Oversight Directorate – Assessment
Responsible To:	Manager Assessments – Level 7
Direct Report:	Nil

ROLE SPECIFIC RESPONSIBILITIES

The Assessments and Oversight Directorate is a multi-functional team working collaboratively across the Commission and the Western Australian (WA) government sector through its assessment, oversight and research and engagement functions. The Directorate manages the receipt and assessment of serious misconduct allegations, oversees action taken by government sector agencies, and conducts research and analysis to inform Commission priorities and external reports.

The **Senior Assessor** is responsible for assessing allegations in line with the Corruption, Crime and Misconduct Act 2003 (CCM Act) and the Commission's strategic and operational priorities, making recommendations to determine how each allegation should be dealt with.

- Undertakes comprehensive analysis and assessment activities for cases ensuring that all allegations are managed in accordance with the CCM Act.
- Supports the triage process by providing information, guidance, coaching and mentoring. • Produces comprehensive assessment reports and makes recommendations in line with the Commission's strategic and operational priorities. Liaises with other Commission officers as required to ensure timely results are achieved.
- Undertakes preliminary investigations into allegations of serious misconduct, ensuring compliance with legislation and policies.
- Liaises and negotiates with public authorities to ensure action in relation to serious misconduct occurs in a timely and complete manner.
- Liaises with complainants regarding the progress of allegations, addressing their concerns and providing advice on the process.
- Consults with the Manager Assessments and the Director on procedures for addressing significant concerns and complaints.
- Contributes to directorate planning activities. Identifies and refers issues and trends in allegations received by the Commission and developments in assessment processes to the Director.
- Reviews and updates assessment procedures and establishes and manages procedures for the receipt and recording of ad hoc allegations received by telephone, mail, in person or other means.
- Manages and provides professional guidance coaching and mentoring to the Assessment Team as required.

ESSENTIAL CAPABILITY REQUIREMENTS

Five core capabilities form part of the Commission's [Capability and Leadership Framework](#). They define the desired behaviours and capabilities required for successful performance at the Commission. Each capability is supported by a set of behavioural indicators which are accessible from the Commission's [website](#).

Applicants will be assessed on the following essential capability requirements and will need to ensure consideration is given to the behavioural indicators relevant to the classification level and within the context of the advertised role.

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| Shapes and manages strategy | <ul style="list-style-type: none">• Anticipates, analyses and manages emerging issues. Develops innovative solutions to complex problems. |
| Achieves results | <ul style="list-style-type: none">• Works independently and manages own work deliverables. Proactively collaborates with others to achieve results. Displays a strong work ethic and resilience. |
| Builds productive relationships | <ul style="list-style-type: none">• Proactively builds trust and effectively collaborates with a diverse group of stakeholders. |
| Exemplifies personal integrity and self awareness | <ul style="list-style-type: none">• Displays judgement, initiative and professionalism. Continually develops self and others. |
| Communicates and influences effectively | <ul style="list-style-type: none">• Communicates complex information in a clear manner for the target audience. |
| Role Specific | <ul style="list-style-type: none">• Demonstrates experience in interpreting and applying legislation, policies and procedures applicable to the assessment and/or investigation of complex, sensitive and confidential matters.• Applies well-developed research, conceptual and analytical skills to formulate and present recommendations which support decisions and outcomes aligned to strategic and operational priorities. |

WORK HEALTH AND SAFETY REQUIREMENTS

You will take reasonable care to protect your own safety and health at work, and that of others by adhering to the safety and health policies and procedures of the Commission, and complying with all provisions of the *Work Health and Safety Act 2020*.

PRE EMPLOYMENT REQUIREMENTS

To be appointed to the position of **Senior Assessor** you will need to:

- be an Australian citizen or be immediately eligible for Australian Citizenship; and
- undergo and maintain stringent security vetting.
- complete psychological testing to the satisfaction of the Commission prior to appointment. The role can be exposed to traumatic and distressing material.

CERTIFICATION

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

Emma Johnson



2 April 2026

CHIEF EXECUTIVE

Signature

Date