



Job Description Form

Assistant Employment Screening Officer

Management Engagement and Intervention Directorate

Position details

Classification	Level: 2
Award/Agreement:	Public Service Award 1992 / Public Sector CSA Agreement (and subsequent agreements)
Position Status:	Permanent
Organisation Unit:	People Culture and Standards Division, Management Engagement and Intervention Directorate
Physical Location:	Perth CBD

Reporting relationships

Responsible to:	020815 Manager, Integrity Programs – Level 7
This position:	013545, 022483 Assistant Employment Screening Officer - Level 2
Direct reports:	NIL

Overview of the position

The Management Engagement and Intervention Directorate promotes integrity and accountability at all levels across the workforce and is responsible for the delivery of corruption prevention initiatives which include employment screening of prospective employees, contractors and volunteers and the re-screening of employees, education and training, management of the Department's conflict of interest and secondary employment declarations and the drug and alcohol testing of custodial officers.

The Assistant Employment Screening Officer assists the Senior Employment Screening Officer (SESO) in undertaking integrity screening of all new Department of Justice staff (including contractors and volunteers) prior to their engagement and the integrity screening of existing staff as required. The role is integral in supporting the SESO in conducting integrity checks that support the Department's Integrity Framework.

Job description

As part of the Employment Screening team, the successful applicant will be expected to:

- Always consider the unique risks associated with the Department's activities when undertaking all duties
- Communicate effectively, model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within the Department's chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively with staff in other directorates and within the division to achieve common goals and best practice and facilitate business improvements as appropriate, demonstrated analytical problem solving skills, customer focus and alignment with Departmental strategic objectives
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities
- Support cultural and management reforms within the Department.

Role specific responsibilities

- Builds and maintains effective liaison with relevant operational services, external service providers, and other stakeholders including but not limited to Australian Criminal Intelligence Commission.
- Assist with the maintenance of the employment screening and integrity assessment systems.
- Provides accurate information, checks and confirms accuracy of information prior to release.
- Communicates clearly and provides a responsive customer focused service which meets the needs of the Department and stakeholders.
- Ensures the quality assurance and quality improvement frameworks are applied in the team setting.
- Applies Occupational Safety and Health (OSH) in the workplace and behaves in accordance with relevant OSH legislation, values and policies.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to understand the Department's values and objectives how they are relevant in assigned work, and to work under direct supervision to meet timelines and priorities.

Achieve Results

The ability to see tasks through to completion; rescheduling and reorganising work to reflect changes in priority. Applies own expertise to work tasks, learn new products and services and maintain accurate records and file.

Builds Productive Relationships

The capacity to respond under direction to changes in client needs and expectations, manage progress and keep clients informed and provide prompt and courteous service, as well as the capacity to recognise the value of individual differences and work styles.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated commitment to adhere to the Code of Conduct, behave honestly and ethically. Applies self to meet objectives, stay calm and professional under pressure, and provide accurate information to others. Provides accurate information, checks and confirms accuracy prior to release. Acknowledges mistakes and learns from them and seeks guidance and advice when required.

Communicates and Influences Effectively

The ability to explain information using language appropriate to the client while limiting the use of jargon, listen and ask questions to ensure understanding and to confirm that the message has been understood and to discuss issues calmly.

Role Specific Criteria

- Demonstrated experience in the use of a comprehensive range of administrative, document management and support activities with multiple competing priorities and strict deadlines.
- Demonstrated computer skills and experience, including the ability to use a variety of software packages e.g. Microsoft Office and systems to complement and achieve business related targets, objectives and outcomes.
- Demonstrated ability to work as a member of a team or work independently on tasks to deliver services and achieve Departmental outcomes.

Special requirements/equipment

It is a requirement that the position holder is successful in obtaining a **NEGATIVE VETTING LEVEL ONE** security clearance as a condition of employment and maintaining the clearance for the duration of their appointment in the position. Only Australian Citizens are eligible to hold the **NEGATIVE VETTING LEVEL ONE** security clearance.

Certification

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

Deputy Director General, People Culture and Standards Division

Signature: _____ Date: 4 July 2023

HR certification date: July 2023