



Job Description Form

Employment Screening Officer

Management Engagement and Intervention

Position details

Classification	Level: 3
Award/Agreement:	Public Service Award1992 / 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:	022948 Employment Screening Officer – Level 3
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 Employment Screening Officer undertakes employment screening of all new Department of Justice staff (including contractors and volunteers) prior to their engagement and the re-screening of existing staff as required. The role is integral in supporting the SESO in conducting integrity checks that align with the Department's Justice Integrity Framework and the Code of Conduct standards.

Job description

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

- Work to improve communication and 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 chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively with staff within the Division and other Directorates to achieve common goals and best practice and facilitate business improvements as appropriate.
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities; and
- Represent the Department's interest on working groups as required.

Role specific responsibilities

- Undertakes employment screening processes in a timely fashion and in compliance with relevant legislation, contractual requirements and standard operating procedures.
- Reviews and analyses information received from a variety of information sources to inform a cogent decision in respect to employment screening outcomes.
- Undertakes the provision of a comprehensive range of administrative, document management and support activities with multiple competing priorities and strict deadlines.
- Maintains effective liaison with business areas of the Department requesting employment screening services, applicants for employment screening and business partners including but not limited to, the Australian Criminal Intelligence Commission and the WA Police.
- Provides advice on, and assists with the development, implementation and maintenance of the employment screening and integrity assessment systems.
- Shares information with the Team, seeks input from others and contributes to team discussions to ensure others are kept informed.
- Communicates clearly and provides a responsive customer focused service which meets the needs of the Department.
- 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 reasons for decisions and how they are related to their work, understand the work environment and identify issues that may impact own achievement and contributes to team planning, draw on information from a range of sources and to use common sense to analyse what information is important, anticipate issues that could impact

on tasks and identify risks and uncertainties in procedures and tasks are all important for this role.

Achieve Results

The ability to; monitor progress against performance expectations to ensure deadlines are met, communicate outcomes to supervisor, apply and develop capabilities to meet performance expectations, demonstrate knowledge of new programs, products or services relevant to the position, work to agreed priorities, outcomes and resources and be responsive to changes in requirements are fundamental to this role.

Builds Productive Relationships

The capacity to; build and maintain relationships with team members, other teams, colleagues and clients, share information with team members, seek input from others, contribute to team discussions and ensure that others are kept informed, maintain an awareness of personalities, motivations and diverse qualities, treat people with respect and courtesy and an ability to act on constructive feedback.

Exemplifies Personal Integrity and Self-Awareness

An ability to; listen when own ideas are challenged, provide accurate advice to colleagues and clients and to check and confirm the accuracy of information prior to release, take responsibility for mistakes and learn from them, acknowledge when in the wrong, seek advice and assistance from colleagues and supervisor when uncertain. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; structure messages clearly and succinctly orally and in writing, focus on gaining a clear understanding of others' comments by listening and questioning for clarity, check that own views have been understood, listen to differing ideas to develop an understanding of the issues are essential in this role.

Role Specific Criteria

- Demonstrated experience undertaking 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 review information and determine in accordance with relevant policy and procedure what the information is indicating, to inform further employment screening processes.

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: 16/12/2025

HR certification
date: December 2025