



JOB DESCRIPTION FORM

Assistant Director - Research and Assessments (CCC0638)

Assessments and Oversight Directorate

POSITION DETAILS

Classification Level:	8
Award/Agreement:	CCC Industrial Agreement 2013 (or subsequent replacements)
Position Status:	Fixed-Term 5-year contract
Organisation Unit:	Assessment and Oversight Directorate
Responsible To:	Director Assessments and Oversight - Level 9
Direct Report:	Manager Research and Engagement - Level 7 Manager Assessments x 2 - Level 7

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 **Assistant Director - Research and Assessments** is responsible for leading and providing strategic direction to the Research and Engagement team and the Assessments teams, ensuring the effectiveness and efficiency of the Commission's strategic intelligence and assessment functions.

- Leads the Research and Engagement and the Assessment functions in line with the *Corruption and Crime Misconduct Act 2003* (CCM Act), Commission priorities, policies, procedures and guidelines.
- Oversees timely and comprehensive assessments, ensuring allegations are assessed and processed in accordance with the CCM Act and Commission procedures. This includes overall management of the notifications triage process, the production of further assessment reports, and the conduct of preliminary investigations.
- Reviews, reports and where applicable (subject to delegation), endorses assessment recommendations for Commission action, in accordance with the CCM Act and Commission procedures.
- Develops and continuously improves the Commission's approach to all assessment processes, including the drafting and review of policy and procedures, in accordance with governing policies, procedures and metrics.
- Provides strategic direction to ensure Research and Reporting is providing timely and relevant reporting to support and inform the Commission's executive, investigative, operational, oversight and reporting priorities.
- Oversees the Directorate's liaison with WA government sector agencies through developing and maintaining working relationships with a variety of external stakeholders.

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 to optimise performance. Leads in developing innovative solutions to complex problems. |
| Achieves results | <ul style="list-style-type: none">• Effectively manages and leads team and organisational work deliverables, as required. Role models collaborative behaviour and displays a strong work ethic and resilience. |
| Builds productive relationships | <ul style="list-style-type: none">• Builds and sustains relationships and trust with internal stakeholders and a broad network of external stakeholders to achieve mutually beneficial outcomes. |
| Exemplifies personal integrity and self awareness | <ul style="list-style-type: none">• Role models judgement, initiative and professionalism and encourages these standards in others. Continually develops self and others. |
| Communicates and influences effectively | <ul style="list-style-type: none">• Communicates complex information in a clear, articulate and compelling manner to engage and influence stakeholders. |
| Role Specific | <ul style="list-style-type: none">• Significant experience in partnering with senior management to drive strategic priorities.• Experience leading teams to analyse complex problems and presentation of appropriate recommendations, based on consistent decision making.• Significant experience in managing prioritisation and continual development, specifically in the areas of research practices and reporting. |

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 **Assistant Director - Research and Assessments** you will need to:

- be an Australian citizen or be immediately eligible for Australian Citizenship; and
- undergo and maintain stringent security vetting.

CERTIFICATION

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

6 March 2025



CHIEF EXECUTIVE

Signature

Date