



Job Description Form

Generic Senior Investigator

Professional Standards

Position details

Classification Level: 6

Award/Agreement: PSA 1992 / Public Service CSA Agreement
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: People, Culture and Standards, Professional Standards

Physical Location: Perth CBD

Reporting relationships

Responsible to: Generic – Principal Investigator - Level 7

This position: Generic - Senior Investigator - Level 6

Direct reports: NIL

Overview of the position

The Professional Standards Directorate (PSD) is part of the Department of Justice People, Culture and Standards Division and provides a single area of accountability for delivering misconduct assessment, investigations and review services in accordance with the Division's policies and procedures and the provision of high-level advice to the Director General. It assesses allegations of breaches of discipline against staff and conducts administrative investigations and oversees the resulting actions.

The Senior Investigator will work closely with a Principal Investigator responsible for the conduct of investigations in accordance with the *Public Sector Management Act 1994*, *Prisons Act 1981* and the *Young Offenders Act 1994* and procedures set by the PSD.

The key responsibilities of the Senior Investigator are to conduct and coordinate disciplinary investigations relating to minor and serious misconduct alleged against Department staff and contractors when required. The position will manage a range of activities aimed at providing crucial input into the management of discipline, integrity and corruption prevention throughout the Department of Justice.

Job description

As part of the Professional Standards 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 the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Provides operational leadership in the delivery of professional complaints investigation and discipline management services across the whole of the Department.
- Conducts high level, complex and sensitive investigations into breaches of discipline, loss of confidence proceedings and reviews of critical incidents for the Department.
- Conducts investigations using a range of investigation methodologies including interviewing, critical analysis, case management and evidence gathering.
- Prepares detailed reports, which accurately and impartially summarise complex information, data and analysis and make appropriate recommendations.
- Maintains and manages accurate records, information and the progress of matters in Department case management systems.
- Provides investigative assistance and high level advice to key senior stakeholders within the Department.
- Develops and maintains effective working relationships with key stakeholders including the Corruption and Crime Commission, Public Sector Commission, State Solicitors Office, the Western Australia Police Force and other public sector agencies.
- Provide input into the development, implementation and review of agency policies and procedures related to the conduct of misconduct investigations
- Support the operations of PSD by assisting staff as required, coaching and mentoring other Branch staff to develop and enhance their capabilities, actively participating in the formulation and achievement of objectives, strategies and priorities that support the effective functioning of the Branch.
- 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 roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

Achieve Results

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

Builds Productive Relationships

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

Communicates and Influences Effectively

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

Role Specific Criteria

- Demonstrated skills and experience in undertaking complex and sensitive investigations of complaints into breaches of discipline.
- Demonstrated highly developed oral and interpersonal communication skills, including the ability to interact effectively with people at all levels and provide quality customer service.
- Demonstrated considerable knowledge and understanding of administrative investigations within a regulatory public sector context.

- Demonstrated knowledge of rules of evidence and the principles of procedure fairness and natural justice.
- Demonstrated highly developed written communication skills, including experience in the preparation of complex and/or sensitive reports.
- Demonstrated highly developed research, conceptual and analytical skills.

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.
- It is a requirement for this position to be available for out of office hours, availability on a regular roster.
- It is a requirement be able to undertake intrastate travel as and when required, which can be frequent.
- The position occupant will be designated as a prison officer under Section 6 of the *Prisons Act 1981*, pursuant to Prison Rule 1.

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

Signature: _____ Date: 22 January 2024

HR certification date: January 2024