



Job Description Form

020817, 020819 **Senior Drug and Alcohol Testing Officer**

Management Engagement and Intervention

Position details

Classification Level: 5

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

Position Status: Permanent Full time

Organisation Unit: People Culture and Standards Division, Management Engagement and Intervention Directorate, Drug and Alcohol Testing

Physical Location: Perth CBD

Reporting relationships

Responsible to: 020815 Manager – Integrity Programs - L7

This position: 020817, 020819 Senior Drug and Alcohol Testing Officer – L5

Direct reports: Nil

Overview of the position

The People Culture and Standards (PCS) Division works in partnership with all entities within the Department and beyond to instill a values-based culture. It is the custodian of the Department's integrity framework which provides an integrated governance approach to protect the Department's integrity, expose and prevent misconduct, corruption, fraud, and theft.

The Management Engagement and Intervention Directorate (MEI) promotes integrity and accountability at all levels across the workforce and is responsible for the delivery of corruption prevention initiatives which include employment screening, education and training, management of the Department's conflict of interest and gift registers, interventions with staff when behavioural concerns present, and delivering staff alcohol and drug testing functions.

The Senior Drug and Alcohol Testing Officer is responsible for administering drug and alcohol tests on specified employees, ensuring that the tests and subsequent evidence collection, including the interviewing of staff being tested, is delivered in line with the relevant Regulations and Departmental policy and procedures.

The Senior Drug and Alcohol Testing Officer supports the Lead Drug and Alcohol Testing Officer in ensuring that the program achieves the aims of the Staff Drug and Alcohol Testing Strategy. As required, the Senior Drug and Alcohol Testing Officer engages with senior officers at correctional services sites in respect to conduct of the testing program.

Job description

As a Senior Drug and Alcohol Testing Officer, 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 Departmental 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, identifying and suggesting 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

- Administer drug and alcohol testing of staff in accordance with legislative requirements.
- Interpret test results providing accurate advice to the officer tested, and in the case of a non-negative test result, further manage the testing procedure and results in line with legislative and Departmental policy requirements.
- Conduct sensitive and at times difficult interviews utilising contemporary investigative techniques for non-negative alcohol and drug tests.
- Provide advice and guidance to staff on drug and alcohol testing policies and procedures.
- Prepare and maintain data and other records concerning the administration of drug and alcohol tests, ensuring measurable analysis outcomes are accurately captured to enable the provision of reports as required by PCS Management.
- Ensure supply and maintenance of equipment and consumables.
- Support the Lead Drug and Alcohol Testing Officer in the development, planning and execution of the staff drug and alcohol testing program.

- When necessary, represent as an expert witness in matters relating to staff drug and alcohol testing.
- 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, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day to-day changes in priorities, support projects to completion and a focus on quality in all areas of work 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, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Ability to complete the Qualification HLTPAT005 'Collect specimens for drugs of abuse testing'.

Desirable Criteria

- Experience in relation to the delivery of drug and alcohol testing in the workplace including discussing the results of testing with staff who have been tested.

Special requirements/equipment

- It is a requirement that the position holder is successful in obtaining and maintaining a NEGATIVE VETTING LEVEL ONE security clearance for the duration of their appointment in the position. Only Australian Citizens are eligible to hold the NEGATIVE VETTING LEVEL ONE security clearance. Ability to travel intrastate on a regular (sometimes twice per month) and on occasion, urgent basis, and to be able to stay for varying and extended periods away from the Perth CBD.
- Ability to work outside ordinary office hours, including afternoon shifts and weekend shifts, in accordance with the relevant Industrial Agreement.
- The position holder must hold a current and valid 'C' or 'C-A' class driver's licence or equivalent.
- A genuine occupational qualification applies to this position within the meaning of Section 27(2)(e) of the *Equal Opportunity Act 1984 (WA)*.

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: 13 June 2023

HR certification date: July 2023