

JOB ROLE STATEMENT

INTEGRITY CONSULTANT LEVEL 5

DIRECTORATE FINANCE AND COMMERCIAL SERVICES
BRANCH LEGAL AND COMMERCIAL SERVICES *POSITION NO* VARIOUS

KEY RESPONSIBILITIES

Facilitate corporate integrity support programs and processes that strengthen Main Roads' relationships with stakeholders and uphold organisational reputation and integrity culture. Facilitate the knowledge of the Corporate Integrity Framework (CIF) and applicability to work scenarios. Provide specialist support in gathering insights into the state of corporate integrity and risks.

KEY DELIVERIES

Integrity Consultancy and Education

- Facilitate corporate integrity programs and processes that strengthen Main Roads' relationships with stakeholders and uphold organisational reputation and integrity culture.
- Facilitate the knowledge of CIF and applicability to work scenarios.
- Facilitate presentations on corporate integrity and ethical conduct to support the integrity culture and philosophy infused with a sense of responsibility for self-governance and 'do-it-right' climate.
- Provide specialist support in gathering insights into the state of corporate integrity and management of risks.
- Provide specialist support in identifying and investigating corporate integrity risks and actions to prevent and/or mitigate risks.
- Provide specialist support with risk assessment and management process including the scope, initiation, role of facilitators (internal/external), working groups, feedback mechanisms and reporting.
- Maintain Main Roads' Delegation of Authority Manual and associated processes.

Ethical Conduct and Conflict of Interest

- Promote integrity as a core organisational ethic.
- Provide specialist support in creating organisational climate that encourages exemplary conduct as a way to prevent damaging misconduct.
- Provide the first point of contact for matters and issues relating to Ethical Conduct and Conflict of Interest.

Misconduct Allegations and Assessment

- Maintain a system for misconduct notifications, assessment, incident management and reporting.
- Maintain a control system of checks and balances that protects corporate integrity and detects potential risks.
- Facilitate the misconduct reporting process, including the assessment of misconduct allegations and reporting of integrity issues and matters, and collaboration with external oversight agencies.
- Provide a confidential contact service for misconduct allegations including repeated misconduct.
- Prepare information for special reports, briefing notes and confidential information for ministerial responses.
- Facilitate integrity control measures that improve integrity performance outcomes.

Stakeholder Relationships

- Build and maintain collaborative working relationships with the Manager, other Branch Managers across Main Roads and internal integrity governance committees.
- Build and enhance collaborative working relationships with key misconduct and integrity oversight bodies and external agencies, particularly within the Transport portfolio, Minister's Office, State Solicitor's Office and central Government agencies.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL		POSITION NO
SENIOR INTEGRITY AND GOVERNANCE CONSULTANT	LEVEL 6	P0070625

INTEGRITY CONSULTANT LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
		TOTAL	

SELECTION CRITERIA - SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

- Considerable skill, knowledge and experience in:
 - facilitating corporate integrity programs and processes in a large infrastructure procurement organisation
 - facilitating presentations on corporate integrity, ethical conduct and conflict of interest to groups and individuals
 - building and enhancing stakeholder relationships
 - misconduct investigations, assessment and reporting
 - research, analysis and problem solving

- Knowledge of:
 - and understanding of relevant Legislation and Acts
 - contemporary checks and balances that protect organisational integrity and detect potential risks
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

DESIRABLE:

- A Diploma of Leadership and Management or other relevant discipline.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE DATE

 BRANCH/SECTION HEAD

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

SIGNATURE DATE

 EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE DATE
.....
MANAGER HR SERVICES