



## JOB DESCRIPTION FORM

### Assistant Director Serious Misconduct Investigations (CCCXXX)

Investigations Directorate

#### POSITION DETAILS

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Classification Level:	Level 8 plus 10% allowance
Award/Agreement:	CCC Industrial Agreement 2013 (or subsequent replacements)
Position Status:	Up to 5 year appointment
Organisation Unit:	Investigations Directorate
Responsible To:	Director Investigations
Direct Report:	2 x Manager Serious Misconduct Investigations (Level 7)

#### ROLE SPECIFIC RESPONSIBILITIES

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The Investigations Directorate coordinates and manages the Commission's investigative activities. The Directorate responds to reporting of, and acts to proactively identify, suspected serious misconduct within the WA public sector and WA Police. The Directorate is also responsible for leading investigations into unexplained wealth and criminal benefits across the broader WA public. The focus of the Commission's investigative activity is systemic and complex matters, which may require the use of specialist capabilities.

The role of the **Assistant Director Serious Misconduct Investigations** is to provide strategic leadership to staff driving the Commission's capability to deliver investigations into allegations of serious misconduct within the Western Australia Public Sector, including the Western Australia Police. The responsibilities include:

- Managing performance of the Serious Misconduct Investigations function in meeting the Commission's key efficiency and effectiveness indicators.
- Working collaboratively to identify and achieve objectives of Commission serious misconduct investigations through alignment of effort with investigative and operational priorities, and effective risk and resource management.
- Working collectively to develop sound, considered and complementary investigative strategies to deliver positive and impactful outcomes for the sector.
- Ensuring own and whole of team compliance with relevant legislation, policy, procedure and code of conduct.
- Undertaking delegated duties and functions to enable effective serious misconduct investigations.
- Working collectively to develop recommendations to address serious misconduct risks.
- Providing guidance and support for reports on investigations, briefs of evidence and relevant material in support of applications for warrants, use of coercive powers and other legal processes.
- Identifying, recruiting and developing talent to ensure the capabilities to perform effective investigations are fostered and cultivated across a diverse team.
- Maintaining team performance and accountability in a culturally, physically and psychologically safe environment.
- Working collaboratively to influence and shape serious misconduct investigation governance and reporting.
- Developing and maintaining collaborative partnerships with internal and external stakeholders.
- Proactively driving improvement to policy, procedure and legislative frameworks.

- Shaping and driving a positive work culture within the function, Directorate and across the Commission as part of the Directorate’s senior leadership group.
- Undertakes other duties as required.

**ESSENTIAL CAPABILITY REQUIREMENTS**

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.

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The Leadership Expectations (see below) should be demonstrated in the context of Leading Leaders.

<b>Role Specific</b>	
<ul style="list-style-type: none"> <li>• Demonstrated experience leading leaders to deliver team-based investigations within a high-performance culture, utilising a diverse range of contemporary and traditional investigative techniques, methodology and capabilities.</li> <li>• Knowledge of/or experience in interpreting and applying legislation, policy and procedure in an investigative or related context.</li> </ul>	
<b>Desirable (but not essential)</b>	
<ul style="list-style-type: none"> <li>• Experience in or strong knowledge of the use of covert intelligence and/or evidence collection methodology (for example human source operations, undercover operations or controlled operations).</li> </ul>	
<b>Leadership Expectations</b>	
<b>Lead collectively</b>	<ul style="list-style-type: none"> <li>• You contribute to achieving the outcomes of your agency and understand the impact on the sector.</li> <li>• You are able to translate and communicate the agency’s objectives into strategic projects and key performance areas for your leadership teams.</li> </ul>
<b>Think through complexity</b>	<ul style="list-style-type: none"> <li>• You support your business area to be solutions focused even when the solutions may not seem obvious to them.</li> <li>• You identify potential opportunities to further mitigate risk and communicate these opportunities upwards to deliver continuous improvement of agency and sector work practices.</li> </ul>
<b>Dynamically sense the environment</b>	<ul style="list-style-type: none"> <li>• You intervene early when issues arise and take decisive action once the most viable solutions are identified.</li> <li>• You consider your solutions carefully, exploring the wider impact of your decisions on your business area and the broader operations of the agency.</li> </ul>
<b>Deliver on high leverage areas</b>	<ul style="list-style-type: none"> <li>• You identify high leverage areas for your leaders, proactively communicating priorities and adjusting as necessary.</li> <li>• You delegate work appropriately, supporting and coaching your leaders to achieve outstanding results.</li> </ul>
<b>Build capability</b>	<ul style="list-style-type: none"> <li>• You understand your role in creating a healthy culture in your business area and contributing to a productive culture in your agency.</li> </ul>

	<ul style="list-style-type: none"> <li>You ensure your leaders know what is expected of them by defining their role expectations and monitoring their performance.</li> </ul>
<b>Embody the spirit of public service</b>	<ul style="list-style-type: none"> <li>You lead by example and understand the principles of good corporate governance, implementing your plans and procedures accordingly.</li> <li>You deliver outstanding results while maintaining an ethical and professional reputation for yourself and your agency.</li> </ul>
<b>Lead adaptively</b>	<ul style="list-style-type: none"> <li>You are continually learning and adjusting your approach to be effective in the changing work environment.</li> <li>You take ownership of change initiatives in your area, removing obstacles to change and working to achieve buy in.</li> </ul>

**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 Serious Misconduct Investigations** you will need to:

- be an Australian citizen or be immediately eligible for Australian Citizenship;
- undergo and maintain stringent security vetting;
- hold an unrestricted Driver’s Licence; and
- be available to work outside of normal business hours as required.

**CERTIFICATION**

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

Emma Johnson



27/05/2026

**CHIEF EXECUTIVE**

**Signature**

**Date**