



# Job Description Form

## 013149 Assistant Director

### Integrity & Accountability Directorate

#### POSITION DETAILS

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Classification Level:	8
Award/Agreement:	PSA 1992 / PSGOGA 2017
Position Status:	Permanent, full time
Organisation Unit:	Professional Standards Division, Integrity & Accountability Directorate
Physical Location:	Perth CBD

#### REPORTING RELATIONSHIPS

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Responsible to:	012843 Director Integrity and Accountability – Level 9 SES
<b>THIS POSITION:</b>	<b>013149 Assistant Director, Integrity and Accountability – Level 8</b>
Direct reports:	Principal Investigator x 3 (Level 7), Principal Assessment Officer (Level 7)

#### OVERVIEW OF THE POSITION

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The Assistant Director, Integrity and Accountability Directorate (IAD) reports to the Director IAD. The position is responsible for leading, managing, overseeing and conducting disciplinary misconduct investigations in accordance with the *Public Sector Management Act 1994* and procedures approved by the Executive Director and Senior Management within the Professional Standards Division (PSD). The key functions of IAD are:

*Misconduct Assessment, Investigation and Review:*

- Assess and investigate allegations of misconduct regarding staff and contractors that may, if substantiated, lead to; dismissal, demotion/reduction in rank and/or classification, transfer or reprimand in accord with the *Public Sector Management Act 1994*.
- Determine any statutory requirement to report to the Western Australia (WA) Police Force, Corruption and Crime Commission, Public Sector Commission, Investigations within IAD, in returning matters for local management or the taking of no further action.
- Review of disciplinary matters.
- Undertaking actions required.

The position will direct a range of activities aimed at providing crucial input into the management of discipline, integrity and accountability relating to misconduct across the Department of Justice (the Department).

The successful applicant will assume a pivotal role in providing strategic leadership and exhibit a personal commitment to high quality customer service, teamwork, equity, integrity and personal learning. The ability to recognise opportunities to enhance service delivery and capitalise on these through the development and implementation of effective change strategies is highly sought, as is the ability to ensure that resources including financial, physical, technological and information requirements are managed to maintain a high quality service delivery.

## **JOB DESCRIPTION**

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As part of the IAD senior leadership team, the successful applicant will be expected to:

- Maintain focus and alignment with the Department's Mission of "A fair just and safe community for all Western Australians"; Principles and Values;
- Adhere to and model the four pillars of the Integrity Framework Leadership, Culture, Operational Strategies and Management Environment;
- Operate within the Department's Justice Integrity Framework, policies and procedures and ensure effective transparency and accountability of all directorate activity;
- Communicate effectively, modeling integrity and respect in all interactions;
- Operate within chain of command facilities to coordinate activities required to meet the Department's mission and strategic objectives;
- Work collaboratively to achieve common goals, best practice, facilitating continuous improvement;
- Demonstrate analytical and problem solving skills, customer focus and alignment with Departmental strategic objectives;
- Represent the Department's interest on committees and working groups as required.

## **ROLE SPECIFIC RESPONSIBILITIES**

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- Provide leadership, direction, development and mentoring to IAD staff through the coordination of functions and activities that ensure the delivery of a comprehensive misconduct assessment and disciplinary investigation service for the Department.
- Monitor the progress and coordination of investigations and ensure sufficient resources are available to provide quality outcomes and the achievement of agreed performance targets in a timely, efficient and effective manner.
- Provide complex, evidence-based advice to the Director IAD, PSD Senior Management and other key stakeholders of trends and issues arising from the assessment and investigative processes to misconduct within the Department.

- Provide specialist, expert advice and input on investigative policies and strategies and manage and influence key stakeholders in relation to misconduct investigations throughout the Department.
- Maintain effective and strategic business relationships and partnerships with WA Police Force, Corruption and Crime Commission, Public Sector Commission, Australian Security Intelligence Organisation, Australian Federal Police and other external stakeholders as required.
- Coordinate, assess and if required investigate Public Interest Disclosure (PID) reports or complaints in accordance with the *Public Interest Disclosures Act 2003* and Public Sector Commissioner's Instructions.
- Co-ordinate IAD requirements for Industrial Relations matters and act as principal point of contact for the State Solicitor's Office.
- Provide expert advice to the Department's Corrective Services Division, Use of Force (UoF) Committee relating to UoF incidents that occur within custodial facilities.
- Undertake other duties as required.

## **JOB RELATED REQUIREMENTS**

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To possess the following skills, knowledge and experience whilst embracing the Department's core values.

### **Contribute to the Delivery of Corporate Objectives**

Work with and support the Director IAD in continually developing, managing and improving IAD in meeting the Department's Mission.

### **Shapes and Manages Strategy**

The ability to understand the Department's objectives and links to the whole-of-government agenda, develop the strategic direction of the business area and create a shared sense of purpose, applies intellect and knowledge to weigh up complex information, identify critical factors and issues, monitor environmental changes, consider opportunities and anticipate risk is important for this role.

### **Achieve Results**

This role requires the ability to adopt a planned approach to the management of programs, define high-level objectives and translate these into implementation strategies, strive for quality, efficiency, effectiveness and timeliness, ensure compliance with regulatory requirements and governmental policy, manage risk and the astute deployment of resources.

### **Builds Productive Relationships**

The capacity to; build and sustain relationships within the organisation, with the Minister's office, across the public sector and with a diverse range of external stakeholders, look for shared agendas, facilitate cooperation within and between organisations, promote reciprocal sharing of information,

resolve conflict and manage sensitivities, motivate team members towards achievement of performance standards and maintain morale is a requirement for this role.

### **Exemplifies Personal Integrity and Self-Awareness**

The ability to; adopt a principled approach and adhere to public sector values and the Code of Conduct, act professionally and impartially at all times, challenge important issues constructively, provide impartial and forthright advice – stands by own position and supports others when required, seeks guidance and advice when required, take personal responsibility for meeting objectives and progressing work, acknowledge mistakes and learn from them, show initiative and proactively steps in to do what is required to complete work and achieve goals, remain positive and respond to pressure in a controlled manner, maintain momentum and sustain effort and embrace challenging new opportunities are all important in this role.

### **Communicates and Influences Effectively**

A demonstrated ability to; confidently present messages in a clear concise and articulate manner, identify the most appropriate medium for conveying information and structures written and oral communications to ensure clarity, listen carefully to others and checks to ensure that their views have been understood, anticipate reactions and is prepared to respond, approaches negotiations with a strong grasp of the key issues, understands the desired objectives and associated strengths and weaknesses, encourage the support of relevant stakeholders, identifies common ground to facilitate agreement and acceptance of beneficial solutions are requirements for this role.

### **Role Specific Criteria**

- Demonstrated extensive experience in leading a team to successfully deliver a range of investigative services and to monitor, evaluate and manage these in a complex and highly regulated organisation is essential.

## **SPECIAL REQUIREMENTS/EQUIPMENT**

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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.

Whilst there is nothing to preclude applicants from applying for the position if they have not yet been granted Australian Citizenship, applicants who are successful should be aware that they cannot be appointed unless they have been granted Australian Citizenship prior to the completion of the selection process.

## **CERTIFICATION**

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

EXECUTIVE DIRECTOR, PROFESSIONAL STANDARDS DIVISION

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR CERTIFICATION DATE: \_\_\_\_\_