



Job Description Form

020506 **Senior Corruption Prevention and Education Officer**

Professional Standards Division

Position details

Classification Level: 5

Award/Agreement: PSA GOSAC GA7

Position Status: Permanent

Organisation Unit: Professional Standards Division, Corruption Prevention and Education

Physical Location: Perth CBD

Reporting relationships

Responsible to: Principal Corruption Prevention and Education Officer – Level 7

This position: 020506 - Senior Corruption Prevention and Education Officer – Level 5

Direct reports: Nil

Overview of the position

The Professional Standards Division works in partnership with all entities within the Department and beyond to instil 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. This will be achieved through a robust audit program, by driving intelligence, developing strategic risk mitigation plans and by implementing best practice controls.

The Senior Corruption Prevention and Education Officer will assume an important role in developing a comprehensive program researching, designing and delivering corruption prevention strategies, together with designing and delivering educational programs that promote accountability at all levels within the workforce. The position reviews and creates policy and procedures relating to integrity and accountability. As an experienced practitioner in the portfolio area the position holder provides expertise and guidance on integrity related issues and standards.

Job description

As part of the Corruption Prevention and Education team, the successful applicant will be expected to:

- Use their demonstrated experience in the area of corruption prevention and education to continue to build the Department's resilience to corruption and misconduct.
- Be experienced in interpreting and developing policy, confident in providing advice and skilled in formulating plans that translate into deliverables.
- Be experienced in the delivery of education programs.
- Use analytical skills to draft evidenced based reports and recommendations arising from matters relating to integrity risk, including control strategies.
- Identify best practice in the training and development arena and evaluate the effectiveness of education and training strategies, identifying improvement opportunities.
- Have experience in and knowledge of fraud prevention, corruption and integrity legislation, standards, programs and policies.
- 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 effectively contributing to the overall mission of the team and engagement with other departmental officers.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Develop wide ranging out-facing communication and/or marketing strategies for corruption prevention programs and projects.
- Deliver and facilitate training sessions to a diverse group of audiences within the Department including, but not limited to, prison and other custodial environments, community operations and judicial settings.
- Research, gather and analyse background information including intelligence to inform and support the development, management, execution and review of a diverse range of corruption prevention programs and projects.
- As a member of a small team effectively contribute to a comprehensive program of work to strengthen and consolidate integrity systems in order to prevent or minimise the risk of fraud, corruption and other forms of misconduct across the Department.

- Provide advice and assistance to internal stakeholders regarding corruption prevention and education.
- 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 job description and role 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 and encourage engagement and contribution 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 knowledge of corruption prevention risks and effective mitigation strategies within a large, complex organisation.

- Demonstrated experience in delivering contemporary corruption prevention education to a range of audiences.
- Experience in providing timely advice and strategies to address the management of ethical conduct issues.
- Well-developed written and verbal communication skills.

DESIRABLE

- Cert IV in Training and Assessment.
- Understanding of legislative and regulatory frameworks which govern Public Sector administrative investigations.

Special requirements/equipment

1. Australian Citizen. 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.
2. Ability to travel intrastate on a semi regular basis and to be able to stay overnight away from the Perth CBD.

Certification

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: February 2020