



Principal Investigator Teacher Registration

Position number	Generic
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Manager, Investigations and Compliance (Level 8)
Direct reports	Nil

Context

The Teacher Registration Directorate comprises the Registration and Customer Services Branch, the Investigations and Compliance Branch (ICB) and the Policy and Quality Assurance Branch. The Directorate is responsible for providing secretariat services to the Teacher Registration Board of Western Australia (TRBWA). The Directorate supports the Board's mission of serving the public interest by ensuring that teachers are registered and teacher education programs are accredited in accordance with relevant legislation and in the best interests of children.

For more information about the TRBWA, visit trb.wa.gov.au.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide strategic and operational leadership in the delivery of complaints investigations and related discipline and impairment review management concerning teachers registered by the TRBWA.
- Develop, implement and evaluate strategies, systems and methodologies for complaints investigation and discipline and impairment review management and compliance with statutory obligations.
- Conducts high-level, complex and sensitive investigations and investigative reviews of child protection matters involving allegations of sexual misconduct, sexual grooming, child pornography and serious sexual abuse.
- Provides investigative assistance and strategic advice to key senior stakeholders on matters related to complaints investigation and discipline and impairment review management.
- Provides strategic and operational input to the development, implementation and review of corporate policies and procedures related to complaints investigation and discipline and impairment review management.

- Undertakes high-level research and critical data analysis to inform investigation processes.
- Produces comprehensive reports to the TRBWA on complex and/or sensitive investigations, in a timely manner.
- Formulates recommendations for action by the TRBWA arising from investigations and assists the TRBWA in the formulation of complaints in accordance with the *Teacher Registration Act 2012*.
- Compiles briefs of evidence for the State Solicitor's Office for representation at the State Administrative Tribunal of Western Australia and/or the Magistrates Court.
- Develops and maintains effective working relationships with key internal and external stakeholders including; the Corruption and Crime Commission, the Western Australian Police Force, the State Solicitor's Office, the Ombudsman, the Public Sector Commission, Catholic Education Western Australia and the Association of Independent Schools of Western Australia.

Selection criteria

1. Demonstrated substantial skills and experience in the management and conduct of high-level, complex and sensitive investigations of complaints
2. Demonstrated substantial knowledge and understanding of investigations within a regulatory context.
3. Demonstrated highly developed conceptual and analytical skills, with a proven ability to develop innovative approaches to complex issues including the development and implementation of organisational change in the work environment.
4. Demonstrated highly developed oral, written and interpersonal communication skills, including the ability to undertake high level consultations and collaborations and commitment to provide a quality customer service.
5. Demonstrated knowledge in judicial processes resulting from disciplinary investigations in accordance with relevant legislation and statutory provisions.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- obtain or hold a current Working with Children Check
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 27 February 2020
Reference D20/0088972