



HSS Registered

Senior Consultant Integrity and Ethics

Health Salaried Officers Agreement: Level G-8

Position Number: 603185

Integrity and Ethics Unit, Workforce

East Metropolitan Health Service (EMHS)

Reporting Relationships

Area Director Workforce
HSO Class 1
Position Number: 603016



Manager Integrity and Ethics
HSO Level G-10
Position Number: 602798



This Position



Directly reporting to this position:

Title	Classification	FTE
N/A		

Also reporting to this supervisor:

- N/A

Key Responsibilities

To conduct disciplinary investigations in accordance with relevant legislative and regulatory frameworks.

To monitor integrity and ethical conduct issues through the assessment and notification of allegations; recording and follow-up on inquiries; and undertaking quality assurance of reporting.

To promote integrity and ethical behaviour across the East Metropolitan Health Service (EMHS) by providing expert advice to key stakeholders on matters including misconduct prevention and incident case management.

EMHS Vision and Values

Our Vision

*Healthy people, amazing care.
Koorda moort, moorditj kwabadak.*

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties

1. Investigations/Management and Reporting of Misconduct

- 1.1 At the direction of a relevant Decision Maker, conducts enquiries, disciplinary investigations and investigations into Medicine Discrepancies in accordance with relevant legislative and regulatory frameworks.
- 1.2 Conducts assessments of disciplinary matters and prepares notifications as required under the *Corruption, Crime and Misconduct Act 2003* and the *Health Services Act 2016*.
- 1.3 Contributes to the development and maintenance of centralised records of sensitive and confidential staff conduct issues across EMHS.
- 1.4 Contributes to the development, implementation and maintenance of a comprehensive suite of standard and customised quantitative reports which explore trends in staff conduct issues and provide ongoing benchmark information for EMHS.
- 1.5 Undertakes regular and ad hoc EMHS wide analysis to identify systemic trends and significant issues relating to ethical conduct/integrity.
- 1.6 Liaison with internal and external agencies including, Department of Health (DoH), WA Police, Corruption and Crime Commission (CCC), Public Sector Commission (PSC) and professional registration boards.
- 1.7 Researches and prepares reports, draft briefing notes, Ministerial correspondence and responses to parliamentary questions as required.
- 1.8 Assists in the coordination of EMHS Workforce risk management and quality assurance frameworks and develops processes and procedures to ensure compliance with policy and legislative requirements for areas within scope.

2. Integrity and Ethical Governance

- 2.1 Keeps abreast of current integrity and ethical governance issues including corruption prevention and misconduct resistance strategies.
- 2.2 Provides policy and strategic management advice on current and emerging issues of strategic integrity and ethical significance.
- 2.3 Provides quality assurance on processes applied to conduct related matters across EMHS including governance and reporting.
- 2.4 Reviews systemic issues/problems and provides advice on appropriate interventions or long term strategies which ensure efficiency, effectiveness and consistency across EMHS.

3. Stakeholder Education and Support

- 3.1 Provides advice and support to Decision Makers, Managers and other Workforce Service staff in relation to the reporting of incidents and conduct of misconduct investigations, including undertaking quality assurance reviews of investigation reports.
- 3.2 Advises and supports staff undertaking administrative inquiries including misconduct matters and medicine discrepancy inquiries.
- 3.3 Supports the development, delivery and promotion of appropriate Integrity and governance education to key stakeholder groups as required.
- 3.4 Participates in the development of policies and procedures relating to integrity and ethical conduct and other workforce related issues.
- 3.5 Plans and leads projects as required.
- 3.6 Establishes effective networks and collaborative working relationships with key stakeholders to ensure policy, processes, advice and support is effectively meeting their needs.
- 3.7 Is a registered Public Interest Disclosure (PID) Officer.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Actively participates in the Peak Performance program.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

5. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Demonstrated considerable experience of conducting complex and sensitive employment based disciplinary investigations or similar matters.
2. Proven ability to identify, conceptualise, analyse and verbalise complex, confidential and sensitive issues in a professional analytical manner.
3. Excellent written and verbal communication skills, including demonstrated ability to prepare comprehensive and logical reports, analysing and assessing evidence and formulating conclusions on the evidence, having regard for employment law considerations.
4. Highly developed interpersonal skills, including the ability to liaise, consult and negotiate with a range of internal and external stakeholders in order to develop innovative solutions to complex, confidential and sensitive issues.
5. Excellent organisational skills and the ability to work on numerous matters concurrently to meet required deadlines utilising a high level of initiative and the ability to work independently and/or as part of a small team.
6. Understanding of the legislative and regulatory frameworks governing integrity, equity and probity principles in Public Sector employment.
7. Exemplifies personal integrity and awareness by demonstrating and promoting an environment that reinforces professionalism, ethics and integrity in the workplace.

Desirable Selection Criteria

1. Certificate IV in administrative investigations, or equivalent.
2. Relevant experience in the health sector.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

_____	_____	_____	_____
Manager / Supervisor Name	Signature or	HE Number	Date
_____	_____	_____	_____
Dept. / Division Head Name	Signature or	HE Number	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

_____	_____	_____	_____
Occupant Name	Signature or	HE Number	Date
Effective Date	_____	_____	_____

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	March 2020
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