



Principal Investigator

Standards and Integrity

Position number	Generic
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 7
Reports to	Manager, Standards and Integrity (Level 8)
Direct reports	Senior Investigator x 3 (Level 6)

Context

The Standards and Integrity Directorate is responsible for the assessment and investigation of alleged misconduct; directing the allocation and timely investigation of complaints relating to employee misconduct; coordination of all disciplinary processes; investigation of complaints and allegations against staff, including public interest disclosures, serious misconduct and breaches of discipline; provision of proactive professional learning strategies related to professional standards and conduct; child protection; protected disclosures; and implementing a working with children check recording system across the Department.

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Key responsibilities

- provides strategic leadership and coordination of an investigation team responsible for undertaking complaints investigation and related discipline management, including child protection matters across the whole Education portfolio
- develops, implements and evaluates strategies, systems and methodologies for complaints investigation, discipline management and compliance with statutory obligations
- examines breaches of discipline and acts of misconduct, including child protection matters involving allegations of sexual misconduct, child pornography and serious physical abuse
- provides strategic input to the development, implementation and review of corporate policies and procedures related to complaints investigation and discipline management
- provides operational and strategic advice to senior staff in relation to complaint investigation and disciplinary management
- undertakes high-level research and critical data analysis to inform the planning process

- develops and maintains an effective working relationship with key stakeholders, including the Corruption and Crime Commission, WA Police, the Public Sector Commission, the Teacher Registration Board of Western Australia and the Office of the Ombudsman WA
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with Public Sector Performance Management Standard and Departmental policy.

Selection criteria

1. Demonstrated substantial knowledge and understanding of the relevant regulatory system underpinning investigations within a government context.
2. Demonstrated skills and experience in the management and conduct of high-level, complex and sensitive investigations of complaints and breaches of discipline within a public sector environment.
3. 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.
4. Demonstrated highly developed skills leading, managing and facilitating a team, including a proven ability to lead individuals and groups.
5. Demonstrated highly developed conceptual and analytical skills, with a proven ability to develop innovative approaches to the development and/or implementation of organisational change in the work environment.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment and yearly thereafter
- obtain or hold a current Working with Children Check
- hold a current C class drivers licence
- travel intrastate as required
- complete a declaration prior to employment and annually thereafter disclosing any previous disciplinary findings, criminal charges or convictions, and ongoing conflicts of interest
- provide a statement from previous employer/s with regard to any disciplinary findings
- complete the Department's induction program within three months of commencement
- 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 5 July 2019
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