



Intelligence and Data Analyst

Standards and Integrity

Position number	00040850
Agreement	Public Sector CSA Agreement 2019 (or as replaced).
Classification	Level 5
Reports to	Manager, Standards and Integrity (Level 8)
Direct reports	Nil

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.

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

Key responsibilities

- Maintain data integrity and conduct business intelligence and high-level data analysis to proactively and efficiently manage education and compliance activities and assist with corporate planning and policy development.
- Provide input into the development, implementation and evaluation of strategies, systems, policies and procedures to support corporate requirements in professional integrity and ethical standards.
- Undertake research and data analysis to identify emerging critical trends and issues in relation to complaint investigations and discipline, and provide strategic input to corporate planning, policies, strategies, reports and briefings.
- Facilitate improvements in the Directorate's analysis, quality of data, data management, reporting and bench-marking capabilities by researching trends in best practice across the private and public sectors.
- Liaise with partner agencies, including the Corruption and Crime Commission, Public Sector Commission, Western Australian Police Force, to develop protocols for the sharing of intelligence in accordance with applicable policy and legislation.

- Assist in the operation and maintenance of the Department's Misconduct Case Management recording systems.
- Provide operational and strategic advice to senior staff in relation to complaint investigation, disciplinary management and information sharing.
- Determine methods and undertake the timely and efficient dissemination of intelligence products and other advice to internal and external stakeholders, including strategic, tactical and operational intelligence to inform decision-making and process improvements.
- Manage and review projects that support continuous improvement in complaints management investigations, child protection and conduct and integrity policies and strategies within the Department, using available intelligence from other agencies as required.
- Develop and maintain working relationship with other agencies to ensure the integration of best practice in relation to child protection, complaint investigation and discipline management.

Selection criteria

1. Demonstrated knowledge of contemporary practices and principles that apply to intelligence functions within the misconduct and complaints investigation area, across intelligence agencies.
2. Demonstrated well developed research and conceptual skills, including proven ability to analyse data, clarify trends, issues and problems, and to generate solutions.
3. Demonstrated well developed skills in providing quantitative and qualitative analytical reports to identify potential risk issues.
4. Demonstrated well developed written and oral communication and interpersonal skills, including the ability to undertake consultations, collaborations and negotiations with individuals at all levels.
5. Demonstrated well developed program and project management methodology within available resources to achieve Departmental outcomes.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- 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 26 October 2020
Reference D20/0542068