



## Senior Consultant – Working with Children Checks

### Standards and Integrity

<b>Position number</b>	00041058
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 6
<b>Reports to</b>	Director, Standards and Integrity (Level 9)
<b>Direct reports</b>	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 the working with children check recording system across the Department.

The purpose of the Working with Children legislation is to ensure that the best interests of children are met by checking that adults, who undertake child-related work, do not have criminal history that indicates they may harm, or cause harm to, children. All persons undertaking certain types of child-related work, whether as paid, unpaid or as a volunteer, must complete a Working with Children Check (WWCC).

Visit the [Department](#) link to find out more information about the Department of Education.

#### Key responsibilities

- Provide effective project management in relation to the development, implementation, monitoring and updating of policies, procedures and strategies to facilitate the Working with Children legislation.
- Develop, implement and manage the communication strategy associated with the system requirements for the recording of employees registered as people working with children, including their WWCC card details (using the Working with Children Recording System).
- Develop and deliver presentations to Department employees regarding the Working with Children requirements of the legislation.

- Undertake high-level research and analysis of relevant legislation, trends and issues within the State, in other States and overseas in relation to working with children policies and practices and the protection of children.
- Coordinate and provide strategic advice to key stakeholders in relation to Working with Children legislation and national developments in child protection strategies.
- Develop partnerships and undertake high-level liaison and negotiation with key internal and external stakeholders to develop and manage frameworks for the ongoing implementation of legislative requirements, including any amendments to the Working with Children legislation.
- Work collaboratively with the Department of Communities to ensure the sharing of relevant information to maintain and monitor legislative compliance obligations.
- Manage the Working with Children Recording System and processes, ensuring the Department's legislative obligations are met.
- Prepare responses to Parliamentary Questions, briefing notes, research papers and ministerial responses, as required.

### Selection criteria

1. Demonstrated high-level policy analysis and development skills, including the ability to assess strategic and policy implications of issues and provide appropriate advice.
2. Demonstrated well developed interpersonal and consultation skills with proven ability to establish networks and liaise effectively with officers at all levels both internal and external.
3. High-level written and verbal communication and presentation skills, including experience in the preparation of briefing notes, ministerial responses and responses to Parliamentary Questions.
4. Demonstrated skills and experience in implementing and maintaining business systems.
5. Demonstrated substantial knowledge of State, National and international trends and issues related to child protection legislation and the application of the Western Australian *Working with Children (Criminal Record Checking) Act 2004*.

### 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
- 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 21 December 2020  
Reference D20/0667559