



Principal Consultant, Integrity and Education Standards and Integrity

Position number	00041298
Agreement	Public Sector CSA Agreement 2019 , or as replaced
Classification	Level 7
Reports to	Manager Complaints, Integrity and Education (Level 8)
Direct reports	Senior Consultant, Working with Children Checks (Level 6) Consultant, Prevention Education x2 (Level 5)

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

- Provide strategic leadership and coordinate delivery of training in Accountable and Ethical Decision-Making across the Department.
- Provide strategic leadership and monitor and evaluate the working with children checks compliance function.
- Develop, maintain and evaluate educational resources using varying formats including e-learning for diverse Departmental audiences derived from the Public Sector Commission Integrity Strategy.
- Provide specialist advice and assistance to internal stakeholders on corruption prevention and education matters, including breaches of discipline, acts of misconduct and child safety and welfare.
- Prepare reports and recommendations on matters relating to integrity risk, including control strategies.
- Deliver education programs and facilitate training sessions to a diverse group of audiences within the Department.

- Evaluate data, identify systemic themes and ensure the effective deployment of resources to develop relevant educational products.
- Review strengthen and consolidate integrity systems to prevent or minimise the risk of fraud, corruption and other forms of misconduct across the Department.
- Liaise with key stakeholders to support and encourage application of strategies in the Public Sector Commission and the Department's Integrity Frameworks.
- Develop and maintain effective working relationships 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.
- Contribute to strategic objectives, business plans and local workload priorities.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage 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 systems underpinning the development, implementation and maintenance of an integrity framework within a government context.
2. Demonstrated skills and experience in the development management and delivery of robust education and training program in the area of misconduct prevention and best practice controls 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, in a misconduct prevention context.

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 29 March 2021
Reference D21/0167252