



## Principal Project Officer – Royal Commission Disability

### Professional Standards and Conduct

<b>Position number</b>	00040138
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Executive Director, Professional Standards and Conduct (Class 2)
<b>Direct reports</b>	Nil

#### Context

The Professional Standards and Conduct Division includes the Standards and Integrity Directorate, the Internal Audit and Assurance Directorate, the Legal Services Branch and the Criminal Screening Unit. The Division provides strategic leadership to enable the development, implementation and effective management of policies and strategies that fulfils statutory obligations and ensures that the highest standards of professionalism and integrity are demonstrated by all staff in the Department. The Division also provides strategic advice to Corporate Executive on risk profiling and management, corruption prevention, internal control, complaints investigation and management as well as child protection strategies.

The Executive Director, Professional Standards and Conduct has been tasked with the responsibility to coordinate the Department's response to the implementation of the recommendations from the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with a Disability. This includes providing regular updates to Government, as well as responding to other requests for information about the progress of the implementation of the recommendations across the Department when required.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

- Implement, coordinate and support the Department's response to the implementation of the recommendations from the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability.
- Identify recommendation priorities in consultation with key stakeholders within the Department and coordinate provision of appropriate responses on behalf of the Department.

- Continually monitor, review and evaluate the effectiveness of the Department's response to the implementation of the recommendations from the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability.
- Build and maintain strategic relationships with key stakeholders to facilitate achievement of the Department's response to the implementation of the recommendations from the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability.
- Consult and negotiate with a wide range of stakeholders, including national and state level external stakeholders, to develop and support the implementation of related strategies and initiatives in the area of disability to assist with ensuring policy, systems, processes, advice and support provided effectively meet the Department's obligations with the Royal Commission's recommendations.
- Undertake high-level research and analysis to identify emerging trends and issues related responses to the Royal Commission's recommendations and matters pertaining to disability.
- Prepare high-level briefings, research and discussion papers for presentation to senior management.
- Undertake strategic projects and initiatives, and manage, implement, monitor and report on these in a timely manner.

### **Selection criteria**

1. Demonstrated high-level project and program management skills, including ability to implement processes to facilitate monitoring, reporting and successful delivery.
2. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
3. Demonstrated highly developed written communication skills, including extensive experience in the preparation of correspondence, reports, Ministerials, briefing notes and policy.
4. Demonstrated highly developed conceptual, analytical and problem solving skills and experience in applying strategic thinking to achieve outcomes and implement effective change management strategies to achieve educational outcomes.
5. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.

### **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 13 December 2019  
Reference D19/0573501