

Executive Director, Professional Standards and Conduct

Position number	00025506
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Class 2
Reports to	Director General (Special Division Band 1)
Direct reports	Director, Standards and Integrity (Level 9) Director, Internal Audit and Assurance (Level 9) Manager, Legal Services (Specified Calling Level 5) Project Manager (Level 8) Principal Consultant (Level 7) Executive Assistant (Level 3)

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 Screening Unit. It 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 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.

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

Key responsibilities

Leadership and Strategic Management

- leads and manages the development and implementation of strategic plans and policies to support the delivery of business outcomes aligned with Departmental and Government priorities and objectives
- develops risk-based Strategic and Operational Audit Plans for a diverse client base
- provides comprehensive corporate risk profiling, risk management and corruption prevention strategies for the Education portfolio
- leads the effective management of a centralised complaints management service, legal services and employment screening
- provides the highest standards of professionalism and integrity

- provides strategic advice to Corporate Executive on risk profiling and management, corruption prevention, internal control, complaints investigation and management, child protection strategies, employment screening, legal services and general corporate governance matters
- works collaboratively with stakeholders to facilitate good corporate practice and compliance with statutory obligations, Departmental policies, procedures and processes
- is a member of the Department of Education's Corporate Executive team
- represents the Department on high-level steering committees and project boards as required.

Accountability and Quality Assurance

- contributes to the development and maintenance of the Department's accountability framework, in particular ensuring policies, frameworks and practices comply with and promote accountability for the delivery of services
- directs and oversees the development of strategic and operational audit and complaints management plans
- utilises best practice risk management techniques to identify areas of Departmental activity that requires regular and substantive assurance to senior management
- oversees legal services activities as required
- monitors and identifies critical factors, current and emerging trends, issues and best practice in the development of innovative approaches for the Department to be a leader in the delivery of education
- develops and implements quality assurance processes within the Division
- oversees financial, human resource and risk management
- oversees approval and monitoring activities and processes relating to corporate governance.

People Management

- establishes and maintains effective working relationships with internal and external stakeholders, including Child Protection agencies, Western Australia Police, Corruption and Crime Commission, the Ombudsman and State Solicitor's Office
- adheres to the principles of equity and equal employment opportunity at all times
- oversees process for employment within the Division
- establishes a leave management plan and manages employees' leave entitlements in accordance with applicable Industrial Instruments and Departmental policy
- implements performance management, fosters on-going professional development and ensures opportunities are provided which maximise employee capabilities to deliver quality educational and business outcomes.

Policy Development and Implementation

- monitors corporate governance on a whole-of-portfolio basis to ensure that statutory obligations, and Departmental policies, procedures and processes are fulfilled
- leads and directs the development, implementation and review of policies and plans which are responsive to emerging trends and issues
- identifies, strategically directs and develops frameworks, systems and processes to deliver on the Department's strategic and operational objectives, including major reform initiatives
- encourages reflection and innovation on research and development into the management of corporate governance.

Resource Management

- provides quality input to the requirements for adequate resourcing for operations, ensuring allocation of resources is linked with agreed outcomes stipulated by statute, the Department's Audit Committee and the Director General

- oversees the Division budget to ensure expenditure is contained within required parameters
- ensures provision of adequate resourcing for operations, ensuring allocation is linked with identified needs
- reviews and makes recommendations for the effective use of physical, financial and human resources to achieve key performance outcomes.

Community Relations

- provides accurate and timely information on Divisional issues to stakeholders, professional associations, national bodies and industry groups
- provides effective, professional advice for informed decision-making by principals, Corporate Executive, the Minister and Government
- establishes and maintains effective links and promotes engagement between stakeholders to promote an understanding of corporate governance matters
- responds to requests for Ministerial and other Government requirements as appropriate.

Selection criteria

Shapes and manages strategy

- Inspires a sense of purpose
- Focuses strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense

Achieves results

- Builds organisational skills and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Delivers intended results
- Manages financial and physical resources in a constrained environment

Builds productive relationships

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, coaches and develops people

Exemplifies personal integrity and self-awareness

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

Communicates and influences effectively

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- 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.

DIRECTOR GENERAL

Signature

M Ledger

Date

24 APR 2019