



Senior Investigator

Standards and Integrity

Position number	Generic
Agreement	Public Service and Government Officers CSA General Agreement 2019 (or as replaced)
Classification	Level 6
Reports to	Principal Investigator (Level 7)
Direct reports	Nil

Context

The Standards and Integrity Directorate is responsible for the delivery of a range of integrated functions including:

- administration of complaints regarding alleged misconduct by staff
- directing the allocation and timely investigation of complaints relating to employee misconduct
- coordination of all disciplinary processes
- completion of internal risk-assessments of Departmental staff with reference to their personal conduct, complaints history, performance and criminal records
- investigation of complaints and allegations against staff, including public interest disclosures, serious misconduct and breaches of discipline at all levels which relate to employee misconduct
- provision of proactive professional learning strategies related to professional standards and conduct
- leading development of strategic policies, standards and legislation related to professional standards and conduct.
- child protection
- protected disclosures
- implementing a Working with Children Check Recording System to record, track and monitor the Department's compliance with the requirements of the Working with Children (Criminal Record Checking) Act 2004.

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Key responsibilities

- provides operational leadership in the delivery of a professional complaints investigation and discipline management service across the whole Education portfolio

- conducts high level, complex and sensitive investigations, including investigations regarding child protection matters involving allegations of sexual misconduct, child pornography and serious physical abuse
- conducts interviews with child witnesses
- prepares comprehensive reports on investigations for presentation to senior management
- provides investigative assistance and high level advice to key senior stakeholders within the Department
- contributes to the development, implementation and evaluation of strategies, systems and methodologies for complaints investigation and discipline management and compliance with statutory obligations
- develops and maintains an effective working relationship with key stakeholders, including the Corruption and Crime Commission, Public Sector Commission, State Solicitors Office, WA Police and The Ombudsman.

Selection criteria

1. Demonstrated skills and experience in undertaking complex and sensitive investigations of complaints and breaches of discipline.
2. Demonstrated considerable knowledge and understanding of investigations within a regulatory Public Sector context.
3. Demonstrated highly developed oral and interpersonal communication skills, including the ability to interact effectively with people at all levels and provide quality customer service.
4. Demonstrated highly developed written communication skills, including experience in the preparation of complex and/or sensitive reports.
5. Demonstrated highly developed research, conceptual and analytical skills.

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 20 February 2019
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