



Consultant Integrity Education Standards and Integrity

Position number	00027165
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 5
Reports to	Principal Consultant, Integrity Education (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.

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

Key responsibilities

- Provide a consultancy service, including operational information and advice, to Departmental staff in relation to risk and misconduct management and Working with Children Check compliance.

- Assist in maintaining and monitoring the 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*.
- Liaise with key stakeholders within the Department to promote acceptance of the misconduct management process.
- Contribute to the development of system-wide prevention and education strategies and programs consistent with the Standards and Integrity Directorate strategic plans.
- Research, evaluate and report on risk and misconduct management matters to identify critical issues and trends and provides input to strategic planning, policies, reports and briefings.
- Provide administrative support for the organisation of professional learning activities, including promotion and scheduling.
- Designs, develop and present professional learning programs, including presentations to pre-service teachers, workshops and seminars.
- Administer the Department's on-line course in Accountable and Ethical Decision Making, including contract management.

Selection criteria

1. Demonstrated knowledge and understanding of legislation, frameworks and policies relating to risk, misconduct management and Working with Children compliance.
2. Demonstrated well developed written communication and presentation skills, including the ability to design and deliver presentations to a variety of stakeholders.
3. Demonstrated well developed oral and interpersonal communication skills, including the ability to work collaboratively in a team environment to deliver services across a range of internal and external sites and with a variety of stakeholder groups.
4. Demonstrated well developed research skills and the ability to interpret legislation and policy, and develop and implement a range of strategies and initiatives related to risk and misconduct management.
5. Demonstrated well developed organisational skills with the ability to prioritise tasks to meet conflicting deadlines.

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
- 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
- possess or progressing towards a Certificate IV in Training and Education
- 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 11 November 2021
Reference D21/0619771