



## Principal Investigator

### Standards and Integrity

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Standards and Integrity / Director, Standards and Integrity
<b>Direct reports</b>	Senior Investigator (Level 6)

#### Context

The Department's Standards and Integrity Directorate within the Professional Standards and Conduct Division, is responsible for the assessment of complaints, investigation of staff disciplinary matters, and monitoring working with children check compliance, associated with departmental employees.

The Directorate promotes a culture of integrity across the organisation by delivering education, training and support that promotes high standards of conduct amongst staff and focuses on resolving complaints effectively, maintaining child safety, and reducing serious misconduct risk associated with fraud and corruption.

The Department investigates allegations of staff conduct in accordance with the *Public Sector Management Act 1994*, and with reference to the Department's Code of Conduct, policy framework, and formal instructions from the Public Sector Commissioner.

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

#### Role responsibilities

##### Leadership

- Provide professional advice and support to the Manager and Director of Standards and Integrity to achieve corporate objectives.
- Manage competing priorities and support the team in meeting deadlines associated with those priorities.
- Support ongoing business improvement and related organisational change.
- Demonstrate a commitment to professional development and accept challenging and new opportunities.

### Staff Management and Development

- Promote a team approach to work tasks that draws on the strengths of individuals and that recognises the value of a multi-disciplined team.
- Identify learning opportunities, set clear performance standards for staff and facilitate professional development.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with Public Sector Performance Management Standard and Department policy, address under-performance promptly and develop improvement plans where they are needed.

### Investigations

- Coordinate critical incident reviews in cooperation and partnership with other areas of the Department and where necessary, external stakeholders.
- Manage and lead high-level, complex and sensitive investigations and reviews, including but not limited to, complaints, and breaches of discipline within a public sector environment.
- Conduct investigations into complaints and breaches or discipline or as otherwise directed.
- Structure reports and oral communication to ensure messages and information are clear and tailored to the knowledge, skill and experience of the audience.

### Business Improvement

- Identify opportunities for continuous improvement and support associated change.
- Undertake high-level research and data analysis to support business performance and improvement in response to existing and emerging issues.
- Develop, implement and evaluate systems and processes relating to complaints assessment, disciplinary investigations and compliance with statutory obligations.
- Provide strategic input to the development, implementation and review of corporate policies and procedures to ensure they align with best practice.

### Corporate Responsibilities

- Provide operational and strategic advice to management in relation to complaint management and the identification and treatment of serious misconduct risk across the organisation.
- Comply with and promote public sector values, the Departments Code of Conduct and act with integrity and professionalism.
- Exercise appropriate duty of care to ensure the safety and health at work of self and others.
- Represent the department professionally in public and internal forums.

### Stakeholder Engagement

- Develop and maintain effective working relationships and partnerships with key stakeholders, including the Corruption and Crime Commission, the Western Australia Police Force, the Public Sector Commission, the Teacher Registration Board of Western Australia and the Office of the Ombudsman Western Australia.
- Work collaboratively with internal and external stakeholders.
- Provide impartial, constructive and confident advice to stakeholders – internal and external.

## Role Specific Requirements

- Demonstrate substantial skills and experience in the management of high-level, complex and sensitive investigations and reviews, including complaints and breaches of discipline within a public sector environment.
- Demonstrated capacity to provide high level advice and guidance on sensitive matters at all levels in relation to investigation/review findings and recommendations.
- Demonstrated highly developed leadership and team management skills with ability to motivate, develop and support individuals and groups and provide quality customer service.
- Demonstrated high level analytical and problem solving skills and the ability to communicate, consult, and negotiate at all levels.

## 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 1 month of appointment

## Certification

The details contained in this document are an accurate statement of the responsibilities and requirements of the position.

## ENDORSED

Date 15 December 2021  
Reference D21/0736464